

CENTEX CITIZENS CREDIT UNION

APPLICATION FOR EMPLOYMENT

Centex Citizens Credit Union is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital or veteran status, disability, genetic status or any other legally protected status. Equal access to the hiring process, services and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department. Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

GENERAL INFORMATION

Last Name _____ Initial ____ First Name _____ Social Security Number # ____ - ____ - ____

Address _____ City/State _____ / _____ Zip _____

Telephone # _____ Cell # _____ Email address _____ Over age 18? Y N

Have you been employed here before? Y N If yes, when? _____ Are you eligible to work in the U.S.? Y N
(Proof will be required upon hire.)

What language(s) do you speak or write fluently? _____

Do you have any relatives employed here? Y N Have you served as an official or employee of a credit union? Y N

If yes, please explain. _____ Name and address of credit union _____

Have you ever been convicted, or pled guilty or no contest to a felony offense? Y N if yes, please provide information below. *For purposes of employment with Centex Citizens Credit Union, "convictions" include sentenced confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. A conviction is not necessarily a bar to employment:*

Conviction _____ Location _____ Date _____

Please explain: _____

By signing this application, you also agree to immediately notify Centex Citizens Credit Union if you are convicted of, receive deferred adjudication in, or otherwise plead guilty or no test to a felony, or any crime involving dishonesty or a breach of trust, while your application is pending or during your period of employment, if hired.

REFERRAL SOURCE

Advertisement Internet TWC Walk-in Friend Other _____

WORK PREFERENCE

Position applied for: _____ Rate of pay expected: \$ _____ Date available _____

Hours preferred: Full-time Part-time Other _____

PROFESSIONAL REFERENCES

Please list the three most recent supervisors who can be contacted for work reference, excluding relatives:

NAME	COMPANY	JOB TITLE	PHONE

EMPLOYMENT HISTORY

List work experience including military and voluntary assignments. Start with your present or last job. Attach more sheets if necessary. Please complete all fields entirely; statements such as "See Resume" are unacceptable.

Company Name _____ From _____ To _____ Salary _____ Position _____

Address _____ Telephone # _____ Supervisor _____

Duties _____ Reason for Leaving _____

Company Name _____ From _____ To _____ Salary _____ Position _____

Address _____ Telephone # _____ Supervisor _____

Duties _____ Reason for Leaving _____

Company Name _____ From _____ To _____ Salary _____ Position _____

Address _____ Telephone # _____ Supervisor _____

Duties _____ Reason for Leaving _____

EDUCATION

	Name and Address	Course of Study General Major	Diploma or Degree
High School			
College/ University			
Trade/ Business			
Other			

SKILLS

List job related professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status)

SKILLS CONTINUED

List job related special accomplishments, publications, and awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status)

List any additional information you would like us to consider.

ACKNOWLEDGMENT

I understand that Centex Citizens Credit Union is not making an offer of employment at this time. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment or for termination if employed.

I authorize Centex Citizens Credit Union to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, and qualifications, if job related. I give my full consent for all contacted persons including former employers to provide the information concerning this application, and I waive my right to bring any cause of action against these individuals for any and all liability for damages arising from furnishing the requested information to Centex Citizens Credit Union.

I understand that this application is current and active for 90 days. At the conclusion of this time, if I have not heard from Centex Citizens Credit Union and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am hired, my employment at Centex Citizens Credit Union is "at-will" and may be terminated by myself or by Centex Citizens Credit Union at any time for any reason, with our without cause or notice. I understand that no representative of Centex Citizens Credit Union has the authority to make any assurance to the contrary.

Signature

Date