

OLD WEST FEDERAL CREDIT UNION

An Equal Opportunity Employer

650 West Main
John Day, OR 97845
(541) 575-0264

162 W. Front Street
Prairie City, OR 97869
(541) 820-4601

2036 Broadway
Baker City, OR 97814
(541) 523-5535

800 SW Dorion
Pendleton, OR 97801
(541) 278-6800

1739 N First Street
Hermiston, OR 97838
(541)-564-0264

EMPLOYMENT APPLICATION

Please fax completed application to 541-575-2538 Attn: Cindy Streeter

Instructions: Please answer all questions carefully and completely. Please type or print all information clearly. We appreciate your interest in our organization and are sincerely interested in your qualifications.

GENERAL INFORMATION:

Last Name		First		Middle I.	
Address		City		State Zip Code	
Today's Date: _____		Social Security Number: _____		State Date Available For Work: _____	
Home Phone: _____			Business Phone: _____		

Position Applying For: _____	_____ Full-Time	_____ Part-Time
	_____ On-Call	_____ Temporary
Source of Referral: _____	_____ An Employee	_____ State Agency
	_____ Agency	_____ Other
	_____ Walk-In	_____ Newspaper

Are there any other experiences, skills, or qualifications, which you feel would especially fit you for work with our organization? _____

Have you had any Bond coverage modified or revoked or has any application for a Bond ever been declined? _____ Yes _____ No. If yes, explain: _____

Are you lawfully employable full-time in the U.S. either by U.S. citizenship or by obtaining the proper authorization from the U.S. Immigration and Naturalization Service and the U.S. Department of Labor? _____ Yes _____ No.

Have you been convicted of a felony? _____ Yes _____ No. If yes, please explain: _____

(Conviction in itself does not constitute an automatic bar to employment and will be considered only insofar as it relates to fitness to perform the job in question.)

Do you have any criminal record? _____ Yes _____ No. If yes, please provide all information necessary for a criminal background check to be done. _____

Will you be able and willing to travel as needed by the job? _____ Yes _____ No. If no, please explain: _____

Have you ever been employed by us before? _____ Yes _____ No. If yes, when: _____

Have you relatives employed here now? _____ Yes _____ No. If yes, location employed: _____

Please check machines you can operate (relating to the position you are applying for):

_____ 10-key calculator _____ switchboard _____ personal computer (type _____)

_____ typewriter _____ CRT machine _____ proof machine

_____ other; explain: _____

WORK EXPERIENCE: Beginning with your present and most recent job, list all employment including military, part-time, self-employment or volunteer work. Please explain any period of unemployment. Attach an additional sheet, if necessary.

Name of Present or Last Employer: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____ (____)

Starting Date: _____ Ending Date: _____ Starting Pay: _____ Final Pay: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

_____ Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

Name of Next Previous Employer: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____ (____)

Starting Date: _____ Ending Date: _____ Starting Pay: _____ Final Pay: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

_____ Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

Name of Next Previous Employer: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____ (____)

Starting Date: _____ Ending Date: _____ Starting Pay: _____ Final Pay: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

_____ Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

Name of Next Previous Employer: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____ (____)

Starting Date: _____ Ending Date: _____ Starting Pay: _____ Final Pay: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

_____ Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

Name of Next Previous Employer: _____

Address _____ City _____ State _____ Zip _____ Phone Number _____ (____)

Starting Date: _____ Ending Date: _____ Starting Pay: _____ Final Pay: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

_____ Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

Applicant Data Record:

Old West Federal Credit Union is an equal opportunity employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, national origin, handicap, or veteran status. The following information is requested solely to help match your skills with positions that may be available and to provide reasonable accommodation when appropriate.

Military Record:

Are you a Vietnam era Vet? _____Yes _____No Disabled Vet? _____Yes _____No
Do you have any handicap that would interfere with your performing the necessary assignments for the position for which you are applying? _____Yes _____No. (The employer will make reasonable accommodation, if appropriate).
If yes, please explain: _____

Education: (Response is optional unless required by the job).

Circle highest grade completed in school: 1 2 3 4 5 6 7 8 9 10 11 12
College: 1 2 3 4 Graduate School: 1 2 3 4

Name of School	Location	Diploma/Degree	Major
High School			
College			
Graduate School			
Vocational School			

Please Read Before Signing:

I certify that the answers given on this application are, to the best of my knowledge, true and complete. I understand that if employed, I will be discharged from employment because of false statements contained in this document.

I authorize Old West Federal Credit Union to contact any of my past employers, personal references and/or school, and authorize my past employer, personal references and/or schools to furnish any information concerning my previous employment, personal opinions and/or education. I authorize Old West Federal Credit Union to do a criminal history check, credit bureau check and bondability check. I release Old West Federal Credit Union and all other persons, employers and organizations from all claims and liabilities or any nature arising from such investigations or the supply of information for such investigation.

I shall abide by the rules and regulations of Old West Federal Credit Union as set forth now or hereafter in any of their operations and policy manuals and other communications.

I understand that this application in no way represents a contract of employment between Old West Federal Credit Union and myself. I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Old West Federal Credit Union.

I hereby acknowledge that I have read and understand the above statements.

X _____ Date: _____
Signature of Applicant

