



Heritage Community Credit Union

P. O. Box 790, Rancho Cordova, CA 95741

www.heritageccu.com

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Heritage Community Credit Union is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, creed, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender identity and/or expression, marital status, age, national origin or ancestry, physical or mental disability, veteran or military status, genetic characteristics or information, medical condition, citizenship status, or any other consideration made unlawful by federal, state, or local laws.

TO APPLICANT:

We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us as we consider you for a position that best meets your qualifications.

PERSONAL

Last Name		First	Middle	Email Address:	
Address			City, State, Zip		
Home Phone No. Cell Phone No.		Referred by:			
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, a work permit will be required.		If hired, can you present evidence of your citizenship or proof of your legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Position(s) applied for:			Rate of pay expected: \$ _____ an hour OR \$ _____ per month		
Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Specify days and hours if part-time		Were you previously employed by Heritage Community Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?		Have you applied to Heritage Community Credit Union before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
Describe special qualifications or other skills:			Date you would be available for work: Are you employed at the present time? <input type="checkbox"/> Yes <input type="checkbox"/> No		
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EDUCATION

Name	Course of Study	Circle last year Completed	Did you Graduate?	Last Diploma Or Degree
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University	Major:	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Vocational/Business	Major:	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	Major:	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT HISTORY Start with most recent employer (Use additional Paper if Necessary)

Company Name	From Mo/Yr	Job Title
Address	To Mo/Yr	Job Duties
City State Zip	Phone	Reason for leaving
Supervisor Name		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	From Mo/Yr	Job Title
Address	To Mo/Yr	Job Duties
City State Zip	Phone	Reason for leaving
Supervisor Name		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	From Mo/Yr	Job Title
Address	To Mo/Yr	Job Duties
City State Zip	Phone	Reason for leaving
Supervisor Name		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name	From Mo/Yr	Job Title
Address	To Mo/Yr	Job Duties
City State Zip	Phone	Reason for leaving
Supervisor Name		May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No

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PERSONAL REFERENCES

(Other than current supervisors or family members) *Example: current or past co-workers, peers, etc.*

Name and Occupation	Address	Years Known	Relationship	Telephone Number

MILITARY SERVICE

Branch of Service:
Have you ever served in the Military of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you obtained any special skills or abilities as a result of your service in the military? If so, please describe:

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW:

_____ Initials
 I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material facts on this application or on any document used to secure employment shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initials
 I hereby authorize Heritage Community Credit Union to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Heritage Community Credit Union, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initials
 I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between Heritage Community Credit Union and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either Heritage Community Credit Union or myself. I further understand that no employee or representative of the company, other than the President/CEO of Heritage Community Credit Union, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature: _____

Date: ____/____/____