



# Employment Application

## General (Please Print)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Type of employment desired: (circle one) *Full Time* *Part Time* *Temporary* *Internship*

Are you willing to relocate? (circle one) *Yes* *No*

Are you willing to travel? (circle one) *Yes* *No*

Date available: \_\_\_\_\_

Expected salary: \$ \_\_\_\_\_ per \_\_\_\_\_

**If Internship:**

Desired length: \_\_\_\_\_

Desired dates: \_\_\_\_\_

Best time to call you at home: \_\_\_\_\_ May we contact you at work: \_\_\_\_\_ Best time: \_\_\_\_\_

If hired, can you provide documents required to establish your eligibility to work in the United States?  
 Yes No

Have you worked for Hometown Credit Union before? Yes No

If yes, when? \_\_\_\_\_ Position: \_\_\_\_\_

Do you have any relatives that work in any office of HCU? Yes No

How did you hear about us? (check) Paper Ad: \_\_\_\_\_ HCU Website: \_\_\_\_\_ Job Fair: \_\_\_\_\_ Radio: \_\_\_\_\_  
 HCU Employee: \_\_\_\_\_ Other: \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, have you ever had your bond coverage modified or revoked? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, describe in full: \_\_\_\_\_  
 \_\_\_\_\_

## Education

School/Location		Course of Study	# of Yrs. Completed	Degree/Diploma
High School				
College				
Other				
Other				

## Previous Employment (list chronologically, starting with most recent)

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact for reference (circle one)?    Yes    No			

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact for reference (circle one)?    Yes    No			

Company:		Phone:	
Address:		Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$	
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact for reference (circle one)?    Yes    No			

Additional Experience or Qualifications:
Explain any gaps in work history:

**Military Service**

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, explain:		

**Professional Organizations** (please list any job-related organizations [professional, trade, etc.] in which you are a member)

Organization	Position/Office Held

**Skills and Qualifications** (please list and briefly describe and special training, skills, licenses, or certificates you have received)

Computer Skills							
Calculator <input type="checkbox"/>	Keyboard <input type="checkbox"/>	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Outlook <input type="checkbox"/>	Internet <input type="checkbox"/>	Social Media <input type="checkbox"/>
Other Skills or Knowledge:							

**Additional Information** (list any additional information you would like us to consider - special qualifications, skills, awards, etc.)


## Work-Related References (Do not include relatives)

Name	Occupation	Telephone Number

## Applicant Statement and Signature

**Please read and understand this Statement before signing your application. If you have any questions regarding this statement, please discuss them with Human Resources before signing.**

All qualified applicants will receive consideration for employment without regard to race, creed, religion, color, national origin, sexual orientation, disability, marital status, sex (including gender identity, sexual orientation and pregnancy), veteran or military status, age, familial status, genetic information, status with regard to public assistance, membership or activity in a local human rights commission activity, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer, or any other classification protected by applicable federal, state, or local discrimination laws.

I certify the information contained in this application, and accompanying resume, if any, is true, correct, and complete to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment, or immediate termination, if employed. I authorize Hometown Credit Union to obtain information from all references (personal and professional), employers, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I release Hometown Credit Union and all such parties from all liability for any damage that may result from furnishing such information.

I understand neither this employment application nor any other written or oral communication made during the hiring process or thereafter creates any guarantee or contract of continued employment. I understand that my employment will be "at-will" and can be terminated at any time, for any reason, with or without cause or notice, at the option of either Hometown Credit Union or myself, if hired.

I certify that I have read, understand and accept all terms of the Applicant Statement.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please send your completed application to: **Hometown Credit Union**  
**Attn: Human Resources**  
**PO Box 230**  
**Ashley, ND 58413**