

HAR-CO CREDIT UNION EMPLOYMENT APPLICATION

Personal Information

NAME (Last, First, M.I.)	SOCIAL SECURITY NUMBER
STREET ADDRESS: (If you have lived there for less than 5 years please fill out the next box w/previous address)	
PREVIOUS STREET ADDRESS	
CITY, STATE, ZIP CODE	HOME PHONE
E-MAIL ADDRESS	BUSINESS OR CELL PHONE
ARE YOU AUTHORIZED TO BE EMPLOYED BY OUR COMPANY IN THE USA?	
HAVE YOU EVER USED ANY OTHER NAME WE SHOULD KNOW IN ORDER TO VERIFY INFORMATION ON THIS APPLICATION? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE SPECIFY:	

General Information

POSITION APPLYING FOR	DATE AVAILABLE FOR WORK
TYPE OF EMPLOYMENT DESIRED: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	DESIRED YEARLY OR HOURLY SALARY (REQUIRED FIELD)
HAVE YOU EVERY BEEN EMPLOYED BY HAR-CO? IF SO WHEN AND WHICH BRANCH?	DO YOU HAVE A BRANCH PREFERENCE?
ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED OR CURRENTLY SERVING ON HAR-CO's BOARD OF DIRECTORS OR SUPERVISORY COMMITTEE? IF SO, WHO?	IF YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT?
HOW DID YOU HEAR ABOUT OUR COMPANY? (CHECK ONE)	
<input type="checkbox"/> HAR-CO MEMBER <input type="checkbox"/> EMPLOYEE RFERRAL <input type="checkbox"/> WALK IN <input type="checkbox"/> OUR WEBSITE <input type="checkbox"/> JOB WEBSITE: _____ <input type="checkbox"/> NEWSPAPER: _____ <input type="checkbox"/> OTHER (PLEASE SPECIFY): _____	
DO YOU HAVE ANY COMMITMENTS TO A CURRENT OR FORMER EMPLOYER THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US (INCLUDING, BUT NOT LIMITED TO, A NON-COMPETITION AGREEMENT)? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, PLEASE EXPLAIN:	

Education

TYPE OF SCHOOL	NAME AND LOCATION	DID YOU GRADUATE?	DEGREE EARNED
HIGH SCHOOL			Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No
COLLEGE			
GRADUATE OR TRADE SCHOOL			

HAR-CO accepts members, provides services, and operates its facilities without discrimination on the basis of race, color, national origin, citizenship, religion, veteran status, political affiliation, marital status, age, sex, or physical or mental handicap. HAR-CO is an equal opportunity employer.

Employment History

List your employers starting with your current or most recent employers. You must complete this section even if you attach a resume.

ARE YOU PRESENTLY EMPLOYED? __ yes __ no	MAY WE CONTACT YOUR PRESENT EMPLOYER? __ yes __ no
Present employers – please start with current or most recent experience.	
COMPANY NAME:	TELEPHONE:
ADDRESS:	EMPLOYED FROM: TO
NAME & TITLE OF SUPERVISOR:	SALARY/START: FINISH:
JOB TITLE & RESPONSIBILITIES:	REASON FOR LEAVING:
COMPANY NAME:	TELEPHONE:
ADDRESS:	EMPLOYED FROM: TO
NAME & TITLE OF SUPERVISOR:	SALARY/START: FINISH:
JOB TITLE & RESPONSIBILITIES:	REASON FOR LEAVING:
COMPANY NAME:	TELEPHONE:
ADDRESS:	EMPLOYED FROM: TO
NAME & TITLE OF SUPERVISOR:	SALARY/START: FINISH:
JOB TITLE & RESPONSIBILITIES:	REASON FOR LEAVING:

Professional References (Please provide at least one previous or current supervisor.)

NAME	PHONE	RELATIONSHIP
1.		
2.		
3.		

PRE-EMPLOYMENT STATEMENT (PLEASE READ VERY CAREFULLY AND SIGN BELOW)

I understand and voluntarily agree to the following:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any material fact in my application, resume or any other materials, or during any interviews, will be grounds for refusal of employment, or, if I am employed, immediate termination will result.
2. Any offer of employment I may receive from HAR-CO is contingent upon my successful completion of the company's total pre-employment screening process, including HAR-CO's receipt of references that it considers satisfactory.
3. In processing my application for employment, and, if I am employed, for other employment purposes, HAR-CO is hereby authorized to verify all the information provided by me, and to procure or have prepared a consumer or an investigative consumer report for this purpose concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. "Consumer reports" include, but are not limited to, credit reports, criminal background checks, and driving records.
4. I authorize all of my present and former employers, educational institutions, and those individuals I have listed as professional references to furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, academic record, and other qualities pertinent to my qualification for employment, and I hereby release them from any and all liability for damages arising from furnishing the requested information.
5. I understand that, as a condition of employment the company will conduct a Criminal Record Check - except where prohibited by state or local law, HAR-CO will initiate an investigation as to whether or not I have a history of criminal convictions, and if so, the details of those convictions. By signing this document, I authorize HAR-CO to initiate such an investigation for the purpose of determining my suitability for employment at HAR-CO.
6. I understand that, if I am employed, I may have access to confidential information of HAR-CO and others and will be legally obliged to maintain that information in strict confidence. My failure to do so would be grounds for immediate dismissal.
7. I understand and agree that if I am employed, I will comply with HAR-CO's policies, rules, regulations, and procedures. I understand that my employment and compensation can be terminated with or without cause or prior notice at any time, at the option of either HAR-CO or me. I further understand that no manager or other representation of HAR-CO other than the President/CEO of the Corporation has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any HAR-CO policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by an Executive of the Corporation.
8. I also understand that HAR-CO is an Equal Opportunity Employer committed to maintaining a workplace free from unlawful discrimination. If I am subject to discrimination because of my race, gender, religion, age, national origin, disability, or any other legally protected characteristic, I will immediately contact any member of Human Resources or Senior Management for assistance.
9. Under Maryland law, an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.
10. I understand that employment at HAR-CO is At-Will. If I join the company, I do so voluntarily and I may resign at any time and for any reason. Similarly, the company may release me whenever it believes it is in the best interest to do so, with or without cause and with or without notice, including when required because of reorganization and or economic conditions. This At-Will policy also applies to actions, such as demotion, discipline, that are less severe than termination. I understand that neither the company nor I have entered into an express or implied contract of employment for any specific period of time. This policy may not be changed except by an express written agreement signed by the President/CEO of the Corporation. This paragraph represents full and complete agreement on the subject of my employment with HAR-CO.
11. I understand that this application will be kept on file for no more than six months from the date it was made.
12. I understand that although Management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating schedule, or a work schedule other than Monday through Friday particularly in operations.
13. All persons who are offered employment with HAR-CO and who are "disabled" as defined in the Americans with Disabilities Act ("ADA") or in applicable state statutes are invited to inform HAR-CO of any reasonable accommodation(s) they may need in order to perform the essential functions of the position which they are offered.
14. Pursuant to the Immigration Reform and Control Act of 1986, all applicants upon being made an offer of employment, must produce documents, which are specified by the Federal Government, establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two hours after commencement of employment. You will be required to sign Form I-9 (issued by the Federal Government) verifying, under oath, your employment authorization

Signature of Applicant

Date

(Your signature indicates that you have read and understand items 1 through 14 above.)

VOLUNTARY AFFIRMATIVE ACTION FORM

Government agencies require reports on status of applicants. This data is for analysis and reporting purposes only. Submission is completely voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: **Non-veteran**

Please identify where you learned about an employment opportunity with this organization.

HAR-CO'S Website

Job Website

Employee referral

HAR-CO Member

Employee referral

Walk In

Recruiter or Agency

Other