



P.O. Box 2128  
Carson City, NV 89702  
(775) 882-2060

A N E Q U A L O P P O R T U N I T Y E M P L O Y E R

# APPLICATION FOR EMPLOYMENT

*Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

**Please Print**

Name (Last, First, Middle) \_\_\_\_\_ Date of Application \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone # ( ) \_\_\_\_\_ Cellular/Pager/Other Phone # ( ) \_\_\_\_\_

Social Security # \_\_\_\_\_ E-mail Address \_\_\_\_\_

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

**Referral Source** (Please check the appropriate category and name the source).

- |  |  |
|--|--|
| <input type="checkbox"/> Walk-in _____                               | <input type="checkbox"/> School _____            |
| <input type="checkbox"/> Employee or Member _____                    | <input type="checkbox"/> Job Fair _____          |
| <input type="checkbox"/> Newspaper Ad _____                          | <input type="checkbox"/> Trade Publication _____ |
| <input type="checkbox"/> Greater Nevada Credit Union's Website _____ | <input type="checkbox"/> Agency _____            |
| <input type="checkbox"/> Other Website _____                         | <input type="checkbox"/> Other _____             |

■ If necessary, best time to call you at home is \_\_\_\_\_  
 am  pm

■ May we contact you at work? .....  Yes  No  
If **YES**, work number: ( ) \_\_\_\_\_  
Best time to call \_\_\_\_\_  am  pm

■ Are you 18 or older? .....  Yes  No

■ Have you submitted an application to Greater Nevada Credit Union before? .....  Yes  No  
If **YES**, give date(s) and position(s) \_\_\_\_\_  
\_\_\_\_\_

■ Have you ever been employed at Greater Nevada Credit Union before? .....  Yes  No  
If **YES**, give dates: From \_\_\_\_\_ To \_\_\_\_\_

■ If hired, can you provide proof that you are eligible to work in the United States? .....  Yes  No

■ Date available for work \_\_\_\_\_

■ What is your desired salary range or hourly rate of pay?  
\$ \_\_\_\_\_ per \_\_\_\_\_

■ Type of employment desired:  Full-Time  Peak-Time  
 Seasonal  Temporary

■ Will you relocate if job requires it? .....  Yes  No

■ If necessary, are you able to travel? .....  Yes  No

■ Driver's license number required if driving may be required in the job for which you are applying:  
\_\_\_\_\_ State \_\_\_\_\_

*Answering "yes" to the following question does not constitute an automatic refusal of employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

■ Have you ever been convicted of a crime? .....  Yes  No

If **YES**, please provide date(s) and details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** STARTING WITH YOUR MOST RECENT EMPLOYER, PROVIDE THE FOLLOWING INFORMATION.

■ Employer \_\_\_\_\_ ■ Telephone # ( \_\_\_\_\_ )  
■ Street Address \_\_\_\_\_ ■ City, State, Zip \_\_\_\_\_  
■ Starting Job Title \_\_\_\_\_ ■ Final Job Title \_\_\_\_\_  
■ Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
■ May we contact supervisor named above for reference?  Yes  No  Later ■ Dates Employed: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
MONTH / YEAR MONTH / YEAR  
**COMPENSATION (Starting)** | **COMPENSATION (Final)**  
 Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_ |  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
■ Why did you leave? \_\_\_\_\_  
■ Summarize the type of work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Employer \_\_\_\_\_ ■ Telephone # ( \_\_\_\_\_ )  
■ Street Address \_\_\_\_\_ ■ City, State, Zip \_\_\_\_\_  
■ Starting Job Title \_\_\_\_\_ ■ Final Job Title \_\_\_\_\_  
■ Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
■ May we contact supervisor named above for reference?  Yes  No  Later ■ Dates Employed: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
MONTH / YEAR MONTH / YEAR  
**COMPENSATION (Starting)** | **COMPENSATION (Final)**  
 Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_ |  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
■ Why did you leave? \_\_\_\_\_  
■ Summarize the type of work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Employer \_\_\_\_\_ ■ Telephone # ( \_\_\_\_\_ )  
■ Street Address \_\_\_\_\_ ■ City, State, Zip \_\_\_\_\_  
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MONTH / YEAR MONTH / YEAR  
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■ Why did you leave? \_\_\_\_\_  
■ Summarize the type of work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Employer \_\_\_\_\_ ■ Telephone # ( \_\_\_\_\_ )  
■ Street Address \_\_\_\_\_ ■ City, State, Zip \_\_\_\_\_  
■ Starting Job Title \_\_\_\_\_ ■ Final Job Title \_\_\_\_\_  
■ Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
■ May we contact supervisor named above for reference?  Yes  No  Later ■ Dates Employed: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_  
MONTH / YEAR MONTH / YEAR  
**COMPENSATION (Starting)** | **COMPENSATION (Final)**  
 Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_ |  Hourly  Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
■ Why did you leave? \_\_\_\_\_  
■ Summarize the type of work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY (Continued)

■ Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

■ If not addressed on previous page, have you ever been fired or asked to resign from a job? .....  Yes  No

If YES, please explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SKILLS AND QUALIFICATIONS

■ Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

■ **Computer Skills** (Check appropriate boxes. Include software titles and years of experience).

<input type="checkbox"/> Word Processing _____	Years: _____	<input type="checkbox"/> Internet _____	Years: _____
<input type="checkbox"/> Spreadsheet _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> Presentation _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> E-mail _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____

## EDUCATIONAL BACKGROUND

■ Starting with your most recent school attended, provide the following information.

SCHOOL (Include City and State)	YEARS COMPLETED	COMPLETED	GPA CLASS RANK	MAJOR / MINOR
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## REFERENCES

■ List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	NUMBER OF YEARS KNOWN
			( )	
			( )	
			( )	

## RELATED INFORMATION

### ■ To what job-related organizations (professional, trade, etc.) do you belong?

*Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.*

ORGANIZATION	OFFICES HELD

### ■ List special accomplishments, publications, awards, etc.

*Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.*

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### ■ Is there any other job related information you want us to know about you? \_\_\_\_\_

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## APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand I may be required to participate in pre-employment testing.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

If hired, I understand bonding may be a condition of employment.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

*I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.*

### **DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_