

# L&N

## FEDERAL CREDIT UNION

*Great Rates • Great Products • Great People™*

### APPLICATION (10/08)

### EMPLOYMENT APPLICATION

It is a policy of L&N Federal Credit Union, to provide equal employment opportunity for all applicants and employees. L&N Federal Credit Union is committed to comply with all federal, state and local regulations which provide protection for various employee classifications.

As a financial institution L&N Federal Credit Union has specific policies regarding employee and applicant honesty, performance, conduct and attendance. Additionally, L&N Federal Credit Union reserves the right to investigate any unethical or illegal activities including, but not limited to, misappropriation of funds, falsification of records, the use, sale or possession of alcohol or drugs while working or working under the influence of drugs or alcohol, unexcused absences, and the like. According to our policies, involvement in such activities will result in disciplinary actions by the Credit Union, which could include termination and prosecution. **THE EMPLOYMENT RELATIONSHIP WITH L&N FEDERAL CREDIT UNION IS AT WILL, AND EMPLOYMENT CAN BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT THE OPTION OF EITHER L&N FEDERAL CREDIT UNION OR THE EMPLOYEE.** Please answer all questions completely and accurately. Incomplete applications may be rejected.

### Personal Information

Name (Last, Middle, First)		Home Phone		Cell Phone				
Email Address				Current Date				
Home Address (Street, City, State, Zip Code)								
If you have lived at the above address for less than six months, list your previous address.								
If you are under 18 years of age do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you legally eligible for employment in the U.S. (Proof of citizenship or immigration status will be required) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Social Security Number		How were you referred to L&N?						
Have you ever worked under a different last name than currently used? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please state name.								
Have you ever applied for employment at L&N? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?		At what office did you apply?				
Have you ever been employed by L&N? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give dates?		Branch/Department				
Are you related to anyone at L&N? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give name(s)	Relationship	Branch/Department				
Have you ever been employed by another financial institution? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what institution:						
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Falsification, misrepresentation and/or omission of criminal conviction is grounds for refusal to hire, or if hired, for dismissal. (Note: a conviction does not automatically disqualify an applicant from employment. The date, nature and seriousness of the offense will be considered.) If answer is yes, indicate date(s) of conviction and the type(s) of offense(s):								
The Federal Deposit Insurance Act, 12 U.S.C. 1829, generally prohibits insured financial institutions from employing individuals who have been convicted of any criminal offense involving dishonesty of a breach of trust, or who have agreed to enter into a pretrial diversion or similar program in connection with the prosecution of a criminal offense involving dishonesty or a breach of trust.								
Should you have a criminal conviction or a pending charge involving a breach of trust or dishonest act, L&N may be required to suspend or terminate your employment pursuant to Federal regulations. Additionally, regulatory and bonding requirements necessitate fingerprinting, and background investigations regarding criminal records of our employees. If you have any concerns with regard to these matters, our preference is to discuss them prior to your employment.								
Position Applied For		Full-Time		Part-Time		Temporary		
		Indicate Times You Are Available to Work						
		M	T	W	T	F	S	S
Wages Desired		Available Employment Date						
How many hours a week do you prefer?		Would you be willing to work additional hours? <input type="checkbox"/> Yes <input type="checkbox"/> No			Indicate area/location of town in which you prefer to work.			
Are there any limitations on your working hours? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Will you work: Nights: <input type="checkbox"/> Yes <input type="checkbox"/> No                      Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No								

# Education

High School Education			
High School Name			Did You Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (Street, City, State, Zip Code)			Course of Study
College Education			
School Name	Attended: From	To	Overall GPA Major GPA
Address (Street, City, State, Zip Code)	Name of Degree		Date Degree Obtained
Trade, Business or Corp. School			
School Name	Attended: From	To	Overall GPA Major GPA
Address (Street, City, State, Zip Code)	Name of Degree		Date Degree Obtained
Trade, Business or Corp. School			
School Name	Attended: From	To	Overall GPA Major GPA
Address (Street, City, State, Zip Code)	Name of Degree		Date Degree Obtained

**Honors and Achievements:**

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**List any courses that may be applicable to the position for which you are applying (i.e., banking/business related):**

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**Use the space provided to list additional interest, skills, or qualifications that you may possess that you feel qualify you for the position in which you are applying.**

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# Skills

	Describe		Describe
<input type="checkbox"/> Typing WPM		<input type="checkbox"/> Supervisory # of People	
<input type="checkbox"/> Personal Computers		<input type="checkbox"/> Speak English Fluently	
<input type="checkbox"/> Windows Excel Software Packs		<input type="checkbox"/> Communications	
<input type="checkbox"/> Word for Windows Word Processing		<input type="checkbox"/> Printer Type of Machine	
<input type="checkbox"/> Teller/Cashier Money Handling		<input type="checkbox"/> Document Scanning	
<input type="checkbox"/> 10-Key Adding Machine By Touch <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other	
<b>Foreign Language</b>			
	Speak	Write	

# Employment Information

Please list all jobs beginning with your present or most recent job. Included all self-employment, voluntary work, military work, summer and part-time jobs. SEE RECEPTIONIST FOR ADDITIONAL SHEETS IF NECESSARY

Most Recent or Present Employment				
Employer		Type of Business		Telephone No. ( )
Address (Street, City, State, Zip Code)			Employed: From	To
Salary: Beginning	Ending	Title of Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Supervisor
Description of Work				
Reason for Leaving				
If this employer was asked, is this the same reason they would give? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain)				
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No			Would you object to us contacting your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Next Previous Employment				
Employer		Type of Business		Telephone No. ( )
Address (Street, City, State, Zip Code)			Employed: From	To
Salary: Beginning	Ending	Title of Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Supervisor
Description of Work				
Reason for Leaving				
If this employer was asked, is this the same reason they would give? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain)				
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Other Employment				
Employer		Type of Business		Telephone No. ( )
Address (Street, City, State, Zip Code)			Employed: From	To
Salary: Beginning	Ending	Title of Position	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	Supervisor
Description of Work				
Reason for Leaving				
If this employer was asked, is this the same reason they would give? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain)				
Were you involuntarily terminated from this position? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Have you ever been suspended or placed on probation for attendance, tardiness or work performance? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Have you ever been discharged because of cash shortage? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:
Can you arrange for your own transportation to another branch if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:

## Certification

Please read carefully.

"I certify that the information contained in this application, and accompanying resume, if any, is true and complete to the best of my knowledge and understand that falsification, misrepresentation and/or omission of information is grounds for refusal to hire or, if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information that they may have, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I understand that an investigative report may be made by L&N Federal Credit Union or through an agency. I authorize you to request and receive such information unless otherwise indicated in the employment section of this application."

Initials: \_\_\_\_\_

"In the event of my employment, I agree to conform to the rules, regulations, and policies of L&N Federal Credit Union and acknowledge that these rules, regulations, and policies may be changed, interpreted, withdrawn, or added to by L&N Federal Credit Union at any time. I understand that if employed by L&N Federal Credit Union I may be required to complete a statement of indebtedness. I understand that this application will be given every consideration but its receipt does not imply that I will be employed. I understand that this employment application and any other L&N Federal Credit Union documents are not contracts for employment, and that my employment and compensation will be employment at will and can be terminated at any time, with or without cause and with or without notice, at the option of either L&N Federal Credit Union or myself."

Initials: \_\_\_\_\_

"I understand that L&N Federal Credit Union may require me to undergo a drug test by medical staff and/or agent selected by L&N Federal Credit Union as a condition of my employment and/or continued employment. I further understand that I must successfully pass the drug test to be considered for employment with L&N Federal Credit Union. I understand that medical examinations which are job-related and consistent with L&N Federal Credit Union's business necessity may be required of me once I am employed. I further release L&N Federal Credit Union, including all of its officers, agents, representatives and employees from any and all claims, suits, causes of action, liability and damages associated with or arising from my submission to a drug test and/or medical examination. I understand that L&N Federal Credit Union has a restricted smoking environment."

Initials: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Please Answer the following questions to the best of your knowledge.**

What do you know about Credit Unions?

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What are your long term goals?

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Why do you want to work for L&N Federal Credit Union?

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**L&N**  
F E D E R A L C R E D I T U N I O N  
*Be a Member Not a Number<sup>sm</sup>*

I understand that L&N Federal Credit Union will pull a PEER (PreEmployment Evaluation Report)/PERSONA report for employment purposes. I hereby authorize them to do so, as indicated by my signature below. Before any adverse action is taken based in whole or in part on the report, I understand the credit union will provide me with a copy of the report and a description in writing of my rights as a consumer as prescribed by the Federal Trade Commission under Section 609©(3) of the Fair Credit Reporting Act.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date