

# OLD WEST FEDERAL CREDIT UNION

## An Equal Opportunity Employer

650 West Main St  
John Day, Or 97845  
(541) 575-0264

162 West Front St  
Prairie City, Or 97869  
(541) 820-4601

2036 Broadway  
Baker City, Or 97814  
(541) 523-5535

800 S. W. Dorion  
Pendleton, Or 97801  
(541) 278-6800

1739 N. First St  
Hermiston, Or 97838  
(541) 564-0264

### EMPLOYMENT APPLICATION

Please fax completed application to 541-575-2538 Attn: Cindy Streeter

**Instructions:** Please answer all questions carefully and completely. Please type or print all information clearly. We appreciate your interest in our organization and are sincerely interested in your qualifications.

#### GENERAL INFORMATION:

Last Name		First	Middle I.	
Address		City	State	Zip Code
Today's Date:	Social Security Number:	Date Available For Work:		
Home Phone:		Business Phone:		

Position Applying For:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time		
	<input type="checkbox"/> On-Call	<input type="checkbox"/> Temporary		
Source of Referral:	<input type="checkbox"/> An Employee	<input type="checkbox"/> State Agency	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Newspaper
	<input type="checkbox"/> Agency	<input type="checkbox"/> Other		

Are there any other experiences, skills, or qualifications, which you feel would especially fit you for work with our organization? \_\_\_\_\_

Have you had any Bond coverage modified or revoked or has any application for a Bond ever been declined?  Yes  No. If yes, explain: \_\_\_\_\_

Are you lawfully employable full-time in the U.S. either by U.S. citizenship or by obtaining the proper authorization from the U.S. Immigration and Naturalization Service and the U.S. Department of Labor?  Yes  No.

Have you been convicted of a felony?  Yes  No. If yes, please explain: \_\_\_\_\_

(Conviction in itself does not constitute an automatic bar to employment and will be considered only insofar as it relates to fitness to perform the job in question.)

Do you have any criminal record?  Yes  No. If yes, please provide all information necessary for a criminal background check to be done. \_\_\_\_\_

Will you be able and willing to travel as needed by the job?  Yes  No. If no, please explain: \_\_\_\_\_

Have you ever been employed by us before?  Yes  No. If yes, when: \_\_\_\_\_

Have you relatives employed here now?  Yes  No. If yes, location employed: \_\_\_\_\_

Please check machines you can operate (relating to the position you are applying for):  
 10-key calculator  switchboard  personal computer (type \_\_\_\_\_)  
 typewriter  CRT machine  proof machine

\_\_\_\_\_ other; explain: \_\_\_\_\_

**WORK EXPERIENCE:** Beginning with your present and most recent job, list all employment including military, part-time, self-employment or volunteer work. Please explain any period of unemployment. Attach an additional sheet, if necessary.

Name of Present or Last Employer: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address City State Zip Phone Number  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

\*\*\*\*\*  
Name of Next Previous Employer: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address City State Zip Phone Number  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

\*\*\*\*\*  
Name of Next Previous Employer: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address City State Zip Phone Number  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

\*\*\*\*\*  
Name of Next Previous Employer: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address City State Zip Phone Number  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

\*\*\*\*\*  
Name of Next Previous Employer: \_\_\_\_\_

\_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Address City State Zip Phone Number  
Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Final Pay: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Job Duties: \_\_\_\_\_

\_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_ Yes \_\_\_\_\_ No.

**Applicant Data Record:**

Old West Federal Credit Union is an equal opportunity employer and does not discriminate on the basis of gender, age, race, color, religion, marital status, national origin, handicap, or veteran status. The following information is requested solely to help match your skills with positions that may be available and to provide reasonable accommodation when appropriate.

**Military Record:**

Are you a Vietnam era Vet? \_\_\_\_\_ Yes \_\_\_\_\_ No Disabled Vet? \_\_\_\_\_ Yes \_\_\_\_\_ No  
Do you have any handicap that would interfere with your performing the necessary assignments for the position for which you are applying? \_\_\_\_\_ Yes \_\_\_\_\_ No. (The employer will make reasonable accommodation, if appropriate).  
If yes, please explain: \_\_\_\_\_

**Education:** (Response is optional unless required by the job).

Circle highest grade completed in school: 1 2 3 4 5 6 7 8 9 10 11 12  
College: 1 2 3 4 Graduate School: 1 2 3 4

Name of School	Location	Diploma/Degree	Major
High School			
College			
Graduate School			
Vocational School			

**Please Read Before Signing:**

I certify that the answers given on this application are, to the best of my knowledge, true and complete. I understand that if employed, I will be discharged from employment because of false statements contained in this document.

I authorize Old West Federal Credit Union to contact any of my past employers, personal references and/or school, and authorize my past employer, personal references and/or schools to furnish any information concerning my previous employment, personal opinions and/or education. I authorize Old West Federal Credit Union to do a criminal history check, credit bureau check and bondability check. I release Old West Federal Credit Union and all other persons, employers and organizations from all claims and liabilities or any nature arising from such investigations or the supply of information for such investigation.

I shall abide by the rules and regulations of Old West Federal Credit Union as set forth now or hereafter in any of their operations and policy manuals and other communications.

I understand that this application in no way represents a contract of employment between Old West Federal Credit Union and myself. I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Old West Federal Credit Union.

I understand that Old West Federal Credit Union is an at-will company. That means that both the employer and employee can terminate the employment relationship at any time for any reason.

I hereby acknowledge that I have read and understand the above statements.

**X** \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Applicant

