

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

301 South Main St.
Pendleton, Or 97801
(541) 278-6800

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

937 Oregon Ave
Burns, OR 97838
(541) 564-0264

3 Depot Street
La Grande, OR 97850
(541) 963-3053

EMPLOYMENT APPLICATION

539 S. Main Street
Union, OR 97883
(541) 562-7224

Please fax completed application to 541-628-6121 Attn: Human Resources

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:			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		

Please list any experiences, skills or qualifications that show your ability to perform the job for which you are applying? _____

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 legally eligible for employment in the United States? Yes No.

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: _____

Please check machines you can operate (relating to the position you are applying for):
 10-key calculator personal computer (type _____)
 typewriter 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: _____

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: _____

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: _____

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: _____

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: _____

Job Title: _____ Supervisor: _____

Description of Job Duties: _____

Reason for Leaving: _____

May we contact this employer? _____ Yes _____ No.

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
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High School

College

Graduate School

Vocational School

Please Read Before Signing:

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, disability, veterans status or any other legally protected status.

I certify that the answers given on this application are true and complete. I understand that if employed, I will be discharged from employment because of false or misleading statements contained in this document or omission of requested information.

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

Notice to Job Applicants

A Consumer report may be obtained from a consumer reporting agency for employment purposes. This may include a background/criminal history check, credit bureau check and bondability check.