



## APPLICATION FOR EMPLOYMENT

Texoma Community Credit Union is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital, genetic status, veteran status, disability or any other legally protected status. Equal access to the hiring process, services and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resources Department. Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

### GENERAL INFORMATION

Last Name \_\_\_\_\_ Initial \_\_\_\_ First Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ / \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_ Are you over the age of 18?  Y  N

Have you been employed here before?  Y  N If yes, when? \_\_\_\_\_ Are you eligible to work in the United States?  Y  N  
(Proof will be required upon hire.)

Do you have any relatives employed here?  Y  N Have you served as an official or an employee of a credit union?  Y  N

If yes, please explain. \_\_\_\_\_ Name and address of credit union \_\_\_\_\_

Have you ever had any bond coverage modified, or any application for bond coverage declined?  Y  N If yes, please explain.  
\_\_\_\_\_

Have you ever been convicted, or pled guilty or no contest to a felony offense?  Y  N If yes, please provide information below.  
*For purposes of employment with Texoma Community Credit Union, "convictions" include sentenced confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution.  
A conviction is not necessarily a bar to employment:*

Conviction \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Please Explain:  
\_\_\_\_\_

*By signing this application, you also agree to immediately notify Texoma Community Credit Union if you are convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any crime involving dishonesty or a breach of trust, while your application is pending or during your period of employment, if hired.*

### REFERRAL SOURCE

Advertisement  Internet  TWC  Walk-in  Friend  Other: \_\_\_\_\_

### WORK PREFERENCE

Position applied for: \_\_\_\_\_ Rate of pay expected: \$ \_\_\_\_\_ Date available: \_\_\_\_\_

Hours preferred:  Full-Time  Part-Time  Temp.  Other \_\_\_\_\_

### PROFESSIONAL REFERENCES

Please list the three most recent supervisors who can be contacted for work reference, excluding relatives:

| Name | Company | Job Title | Phone |
|------|---------|-----------|-------|
|      |         |           |       |
|      |         |           |       |
|      |         |           |       |

## EMPLOYMENT HISTORY

List work experience including military and voluntary assignments. Start with your present or last job. Attach more sheets if necessary. Please complete all fields entirely; statements such as "See Resume" are unacceptable.

Company Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Company Name \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Salary \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Telephone Number \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## EDUCATION

|                        | Name and Address | Course of Study<br>General Major | Diploma<br>or Degree |
|------------------------|------------------|----------------------------------|----------------------|
| High School            |                  |                                  |                      |
| College/<br>University |                  |                                  |                      |
| Trade/<br>Business     |                  |                                  |                      |
| Other                  |                  |                                  |                      |

## SKILLS

List job related professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List job related special accomplishments, publications, and awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

List any additional information you would like us to consider.

## ACKNOWLEDGMENT

I understand that Texoma Community Credit Union is not making an offer of employment at this time. I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment or for termination if employed.

I authorize Texoma Community Credit Union to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, and qualifications, if job related. I give my full consent for all contacted persons including former employers to provide the information concerning this application, and I waive my right to bring any cause of action against these individuals for any and all liability for damages arising from furnishing the requested information to Texoma Community Credit Union.

I understand that this application is current and active for only 90 days. At the conclusion of this time, if I have not heard from Texoma Community Credit Union and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am hired, my employment at Texoma Community Credit Union is "at-will" and may be terminated by myself or by Texoma Community Credit Union at any time for any reason, with or without cause or notice. I understand that no representative of Texoma Community Credit Union has the authority to make any assurance to the contrary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date