

**SELFRELIANCE FEDERAL CREDIT UNION**

2332 W. Chicago Avenue  
Chicago, Illinois 60622-4795

Date: \_\_\_\_\_

We request the following information to help us make the best possible placement within Selfreliance Federal Credit Union. We appreciate the time you spend in completing this form.

**Personal Information**

Name: \_\_\_\_\_ Former Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

**Employment Eligibility**

Are you eligible for employment in the USA? YES NO

If no, what is your visa status? \_\_\_\_\_

Are you under 18 years of age? YES NO

Do you have any relatives in our employment? YES NO

If yes, please list \_\_\_\_\_

Have you ever worked for SFCU before? YES NO If yes, when? \_\_\_\_\_

Have you ever applied for a position at SFCU before? YES NO

**Position Desired**

Position for which you are applying (please list only one position per application) \_\_\_\_\_

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Preference: FULL-TIME PART-TIME Are you willing to work overtime, if required? YES NO

Can you travel if position requires? YES NO

**Education**

NAME/ADDRESS	MAJOR COURSE/ SUBJECT	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	DEGREE
High School:		1 2 3 4	Y N	
Business/Trade School:		1 2 3 4	Y N	
College:		1 2 3 4	Y N	

## Employment History

Please list below present and past employers, beginning with the most recent. Please complete all information and be specific.

	Dates Employed	Name, Address & Phone of Employer	Position	Name of Supervisor	Reason for Leaving
1	From: To:	Name: Address: Phone:			
2	From: To:	Name: Address: Phone:			
3	From: To:	Name: Address: Phone:			
4	From: To:	Name: Address: Phone:			

May we contact the above employers for reference checking purposes? \_\_\_\_\_

Please identify by number any employer you do not wish us to contact. \_\_\_\_\_

---



---

### Professional Information

Describe any Certifications, Licenses, Achievements, Memberships in Professional Societies, or Awards related to your education or qualifications for a position.

Description: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Description: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Description: \_\_\_\_\_ Effective Date: \_\_\_\_\_

---



---

### Software Experience

Describe the type of software experience you have and circle your proficiency level.

	Level of proficiency (1 Low – 5 High)				
Computer Skills _____	1	2	3	4	5
Word Processing _____	1	2	3	4	5
Spreadsheet _____	1	2	3	4	5
Other _____	1	2	3	4	5

---



---

### Interests

Use the space below to describe your interest in Selfreliance FCU and the skills, aptitudes, and special training that you feel qualify you for a position with us.

---



---



---



---

Federal law prohibits a federally insured credit union from employing a person who has been convicted of a crime of dishonesty or breach of trust, or has entered into a pretrial diversion program, absent prior approval from the federal regulator. Please identify whether you have been convicted of any of the following crimes during the last ten years:

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	receiving or claiming gifts for procuring loans;
<input type="checkbox"/>	<input type="checkbox"/>	theft, embezzlement or misappropriation of money, funds or securities;
<input type="checkbox"/>	<input type="checkbox"/>	falsifying bookkeeping entries for loans, in exchange for compensation;
<input type="checkbox"/>	<input type="checkbox"/>	submitting, false, forged or counterfeit statements or documents to NCUA;
<input type="checkbox"/>	<input type="checkbox"/>	falsifying statements on loan/credit applications to overvalue land or property to federal agencies;
<input type="checkbox"/>	<input type="checkbox"/>	knowingly concealing assets from NCUA liquidating agent;
<input type="checkbox"/>	<input type="checkbox"/>	fraud;
<input type="checkbox"/>	<input type="checkbox"/>	obstructing exam of financial institution by federal agency;
<input type="checkbox"/>	<input type="checkbox"/>	money laundering;
<input type="checkbox"/>	<input type="checkbox"/>	monetary transactions in property derived from specific unlawful activity; and/or
<input type="checkbox"/>	<input type="checkbox"/>	participation in pretrial diversion program.

### PLEASE READ CAREFULLY BEFORE SIGNING

**If you have any questions regarding the application, this statement, or if you need special assistance in regard to applying for this position, please ask the person who is assisting you with this application.**

As an equal opportunity employer, Selfreliance FCU will strive to conduct all personnel and procedures, including recruitment, selection, employment, compensation, benefits, evaluations, promotions, demotions, assignments, transfers, reductions-in-force, terminations, training, education, recreational and social activities, and safety and health programs, without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected under local, state or federal laws.

The answers to the questions on this application are not intended to use for discriminatory purposes.

I understand I am not required to provide Selfreliance FCU with any information about sealed or expunged conviction or arrest records.

Your application will receive the consideration it deserves. I understand that by completing this application, Selfreliance FCU does not guarantee a job interview or an offer of employment. If employed, I understand that my employment is for no definite period of time and can be terminated at any time and for any reason by either Selfreliance FCU or me. **If hired, you will be, at all times, an at-will employee.**

When processing this application, Selfreliance FCU may request third parties to perform criminal, police, credit, or other background checks about you. Should this be necessary, you will be given separate forms to fill out authorizing any such checks and setting forth information about your rights. In addition to these background checks, Selfreliance FCU may directly contact past employers, supervisors, and/or other person listed on this application regarding the statements you made during the application process and your suitability for employment. This inquiry may include information as to your general character, reputation, and work-related characteristics.

Also, note that should Selfreliance FCU hire you, Selfreliance FCU may use, at any time during your employment, outside agents or representatives to perform investigations surrounding any claim of wrongdoing, including, but not limited to, sexual harassment, theft, or fraud.

I certify with my signature below I have given Selfreliance FCU true and complete information on this application to the best of my knowledge. I have omitted no facts called for on the application and have not made any false statements. No requested information has been concealed. I authorize Selfreliance FCU to verify the accuracy of the statements and obtain reference information on my work performance. I release Selfreliance FCU from all liability of any kind, which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, any false statements or omissions of fact called for on this application could result in dismissal. I understand that should an employment offer be extended to me and accepted, I will at all times, be an at-will employee. I will fully adhere to the policies, rules, and regulations of employment. However, I further understand that neither Selfreliance FCU's policies, rules, regulations, nor anything said during the interview process, shall be deemed to alter the at-will nature of my employment or to constitute the terms of an implied employment contract.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE SIGNED

**This application for employment expires 60 days after the date indicated next to your signature. Consideration for employment after 60 days requires a new application.**