



**APPLICATION FOR EMPLOYMENT**

**EEO STATEMENT** - Olympia Credit Union is an equal employment opportunity employer and does not discriminate against qualified applicants on the basis of race, color, creed, religion, ancestry, age, gender, gender identification, marital status, sexual orientation, national origin, disability, veteran status, or any other legally protected status.

Olympia Credit Union will endeavor to make a reasonable accommodation upon request of a qualified applicant with a disability to enable the applicant to participate in the selection process. *Please complete this application in its entirety – leave no blanks.*

Position Applied For:	Application Date:	Salary Desired:
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Last Name:	First Name:	Middle Initial:
Address:	City:	State: Zip Code:
Telephone Number(s):	Email Address:	

Are you legally eligible to be employed in the U.S.?  Yes  No

If you marked No, are you in the process of obtaining the appropriate visa or work permit?  Yes  No

*Proof of identity and eligibility will be required upon employment.*

Have you ever been employed with Olympia Credit Union?  Yes  No

If you marked Yes, When? \_\_\_\_\_ In what position? \_\_\_\_\_

Are you available to work:      REGULAR  Full-time  Part-time      TEMPORARY  Full-time  Part-time

Do you know anyone who works for Olympia Credit Union? If so, please identify. \_\_\_\_\_

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime aside from any criminal matter expunged from a juvenile record? *(This will not necessarily exclude an applicant from consideration.)*  Yes  No

If you marked Yes, please provide date(s) and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please complete the remainder of the application. You may also submit a resume in addition to completing the application.*

**EDUCATION AND TRAINING**

	High School	College	Graduate/Professional	Other
School Name:				
School Address:				
Years Completed:				
Diploma/Degree:				
Cumulative GPA:				

Other information regarding your education you feel may help us in considering your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Provide three references familiar with your work or educational background, other than relatives.

	Name	Address	Phone	Years Acquainted
1.				
2.				
3.				

**EMPLOYMENT EXPERIENCE**

List your previous employers, starting with your current or most recent job. Include any military and volunteer activities that you wish to have considered as qualifications for the position you are seeking. Please explain any gaps in your work history. Attach additional pages as necessary.

Employer:	Dates Employed From: To:	Duties/Responsibilities:
Address:		
Phone:	Salary Start: Final:	
Job Title:		
Reason for Leaving:		
Employer:	Dates Employed From: To:	Duties/Responsibilities:
Address:		
Phone:	Salary Start: Final:	
Job Title:		
Reason for Leaving:		

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Address:			
Phone:	Salary Start:                      Final:		
Job Title:			
Reason for Leaving:			

May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Good attendance is an essential function of any position at Olympia Credit Union. Do you have a reliable means of transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been declined for bond coverage and/or had any bond coverage modified or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No If you marked Yes, please provide date(s) and details: _____ _____ _____
Why are you interested in employment with Olympia Credit Union? _____ _____ _____
Do you plan to maintain another job if you accept a position with Olympia Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No If you marked Yes, please provide the nature of the work, the employer, and the hours you anticipate working at the other job: _____ _____ _____

In case of emergency, I want Olympia Credit Union to notify:

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

***AT-WILL EMPLOYMENT***

I understand that if offered employment, Olympia Credit Union or I may terminate the employment relationship at any time with cause or without cause, for any reason or no reason. I understand that no one at Olympia Credit Union has the authority to offer me a position for any fixed length of time or to make any promises contrary to my right and Olympia Credit Union's right to terminate the employment relationship at any time.

***VERIFICATION OF ALL STATEMENTS***

I authorize investigation of all statements contained herein and the references and employers listed above to give Olympia Credit Union any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release any party or parties from all liability for any damage that may result from utilization of such information.

I certify that all facts provided by me in this application and my resume or other documents submitted with this application or otherwise in conjunction with my applying for employment with Olympia Credit Union are true and complete to the best of my knowledge and understand that, if employed, false statements or omissions made in conjunction with my application and any interview shall be grounds for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*This application for employment will remain active for 30 days. At the conclusion of that time, if another job vacancy is posted for which you wish to be considered, it will be necessary to complete a new application.*