

COMPANY USE ONLY

Date Received:  
Date Acknowledgment Card Sent:



Attn: Human Resources  
P.O. Box 2869  
Idaho Falls, ID 83403-2869

## Application for Employment

*Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.*

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Type of employment desired: Full-Time Part-Time Temporary

Referral Source: Advertisement Employee Employment Agency Walk-in Other

Name of referral source (if applicable): \_\_\_\_\_

Applicant Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street/P.O. Box City State Zip Code

Social Security # \_\_\_\_\_ Phone # (s) \_\_\_\_\_

Date available for work: \_\_\_\_\_ Desired salary range: \_\_\_\_\_

Have you been employed by Westmark previously? \_\_\_\_\_ Dates and Position: \_\_\_\_\_

Are you related to a current employee of Westmark Credit Union? Yes No

If yes, indicate the employee's name and relationship to you: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes No

Are you willing to travel if job requires it? Yes No

Please list any scheduling restrictions that we should be aware of:

Have you ever been insurance bonded? Yes No

\*Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details:

\*Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

AN EQUAL OPPORTUNITY EMPLOYER

## Employment History

(if resumé is attached, please complete all information not included on resumé)

Provide the following information for your current and past four employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comments section below.

Employer Name	Phone Number	Start Date: _____	Summarize the type of work performed and job responsibilities:
Address		End Date: _____	
Starting job title/final job title		Starting salary or hourly wage:	
Immediate supervisor and title		\$ _____ per _____	
Reason for leaving		Ending salary or hourly wage:	
May we contact for reference? Yes No Later		\$ _____ per _____	
Employer Name	Phone Number	Start Date: _____	Summarize the type of work performed and job responsibilities:
Address		End Date: _____	
Starting job title/final job title		Starting salary or hourly wage:	
Immediate supervisor and title		\$ _____ per _____	
Reason for leaving		Ending salary or hourly wage:	
May we contact for reference? Yes No Later		\$ _____ per _____	
Employer Name	Phone Number	Start Date: _____	Summarize the type of work performed and job responsibilities:
Address		End Date: _____	
Starting job title/final job title		Starting salary or hourly wage:	
Immediate supervisor and title		\$ _____ per _____	
Reason for leaving		Ending salary or hourly wage:	
May we contact for reference? Yes No Later		\$ _____ per _____	
Employer Name	Phone Number	Start Date: _____	Summarize the type of work performed and job responsibilities:
Address		End Date: _____	
Starting job title/final job title		Starting salary or hourly wage:	
Immediate supervisor and title		\$ _____ per _____	
Reason for leaving		Ending salary or hourly wage:	
May we contact for reference? Yes No Later		\$ _____ per _____	

**Comments** (include explanation of any gaps in employment)

**Skills and Qualifications** (summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying)

## Educational Background

- A. List Last three (3) schools attended, starting with most recent    B. List Number of years completed**  
**C. Indicate degree or diploma earned, if any    D. Grade Point Average or Class Rank    E. Major field of study**  
**F. Minor field of study (if applicable).**

A. School	B. Number of Years Completed	C. Degree Diploma	D. GPA/Class Rank	E. Major	F. Minor

## References

**List name and telephone number of business/ work or personal references who are NOT related to you and are NOT previous Supervisors.**

Name	Phone Number	Number of Years Known

## Additional Information

**List professional, trade, business or civic associations and any offices held which you believe are relevant to your ability to perform this job. (Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve National Guard or any other similar protected status.)**

Organization	Offices Held

**List special accomplishments, publication, awards, etc which you believe are relevant to your ability to perform this job. (Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, Veteran/Reserve National Guard or any other similar protected status.)**

**List any additional information you would like us to consider which you believe is relevant to your ability to perform this job.**

## Applicant Statement

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by Westmark Credit Union until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand that Westmark Credit Union does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid.

I understand that Westmark Credit Union requires all applicants to complete and sign an Authorization to obtain a Consumer Credit Report and Release of Information for Employment Purposes prior to being considered for employment. I understand that if I refuse to sign this form, I may not be considered for employment with Westmark Credit Union.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, understand and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Authorization to obtain a Consumer Credit Report and Release of Information for  
Employment Purposes**

Pursuant to the Federal Fair Credit Reporting Act, I hereby authorize Westmark Credit Union and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security Number, current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, \_\_\_\_\_, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I hereby release Westmark Credit Union and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel, both individually and collectively from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request release.

I understand that, pursuant to the Federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's right will be provided to me. Information from the consumer report will not be used in violation of any applicable federal or state equal opportunity law or regulation.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**