



PO Box 419
Rochester, VT 05767
(802) 767-3333

EMPLOYMENT APPLICATION

White River Credit Union is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, veteran status or disability.

This application is considered active for one year, beginning with "Date Applied."

Please print legibly, provide all applicable requested information and attach a resume to submit additional information.

Personal Information:

Name: _____ Date Applied: _____
First Middle Last

Home Address: _____

Home Phone# _____ Work Phone# _____

Cell Phone# _____ Social Security # _____

E-mail _____

General Information:

Position(s) Desired: (Member Service Representative, Supervisor, Accounting, Technical Support, etc)

Employment Desired:

- Check One: [] Full-time
[] Part-time
[] Temporary

On what date are you available for work?

_____/_____/_____

Have you ever been employed by the Credit Union? Check one: [] No [] Yes if "Yes", complete the following:

Position and dates held:

Answer the following question by checking the appropriate box.

- 1. Are you prevented from becoming lawfully employed in this country because of visa or immigration status? [] No [] Yes
(Proof of citizenship and/or immigration status is required upon employment)

Education (Please begin with High School):

School Name & Location	Dates Attended From - To	Major	Degree	Did you Graduate?

Computer Application Knowledge:

Software Application	Level of Experience		
	None or limited	Comfortable (i.e. have used on a daily basis)	Proficient (i.e. able to train others)
Microsoft Office WORD Version 2007 or higher			
Microsoft Office EXCEL Version 2007 or higher			
Microsoft Office Outlook Version 2007 or higher			
Other:			
Other:			

Special Qualifications: What special skills, other knowledge, talents, business licenses, professional designations or other job-related experiences do you have?

Professional trade, business or civic activities and offices held:

Employment History: List all part-time and full-time positions in reverse chronological order with present or most recent position first.

1. Employer: (Company Name)

Dates Worked (from-to)

Employer's Address: (Street, City, State, Zip Code)

Employer's Telephone Number:

Supervisor's Name:

Job Title(s)

Duties

Reason for leaving:

2. Employer: (Company Name)

Dates Worked (from-to)

Employer's Address: (Street, City, State, Zip Code)

Employer's Telephone Number: Supervisor's Name:

Job Title(s)

Duties

Reason for leaving:

3. Employer: (Company Name)

Dates Worked (from-to)

Employer's Address: (Street, City, State, Zip Code)

Employer's Telephone Number: Supervisor's Name:

Job Title(s)

Duties

Reason for leaving:

References: References who are former supervisors, teachers or professional associates (**no personal friends or co-workers please**).

1. Name: (First, Last) _____ Phone Number: _____

Email Address _____ Address: (Company Name (if applicable), Street, City, State, Zip Code)

Association to Applicant

2. Name: (First, Last) _____ Phone Number: _____

Email Address _____ Address: (Company Name (if applicable), Street, City, State, Zip Code)

Association to Applicant

3. Name: (First, Last) _____ Phone Number: _____

Email Address _____ Address: (Company Name (if applicable), Street, City, State, Zip Code)

Association to Applicant

Authorization: As an applicant for employment with the Credit Union, I understand the following:

All information provided in this application, as well as that contained in any accompanying resume and or personal history profile, is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or material omission will be grounds for rejection of this application or for subsequent discipline against me by the Credit Union including my dismissal from employment. All information provided in this application, as well as that contained in any accompanying resume and or personal history profile, is subject to verification by the Credit Union.

You may contact the references I have provided on this application.

My employment with the Credit Union is not guaranteed for any length of time, and my employment may be terminated by the Credit Union or myself at any time and for any reason. I understand that no documents or statements of the Credit Union will constitute a contract of employment that in any way limits the Credit Union's right to terminate employment at will. I further understand that the at-will nature of my employment cannot be changed except by a formal written contract signed by both a duly authorized agent of the Credit Union and me.

During my employment with the Credit Union, I will comply with all rules and regulations as set forth in the Credit Union's policy manual or other communications distributed to all employees.

I authorize the Credit Union to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

Any handbooks, manuals, policies and procedures maintained by the Credit Union are not contractual in nature and may be amended, superseded, abolished or withdrawn at any time by the Credit Union at its sole discretion.

During my employment with the Credit Union, I understand that I will pledge to preserve in confidence any information concerning the business of the Credit Union and its members which comes to my knowledge through my position and that any violation of this confidentiality may be grounds for my dismissal from employment.

Signature of Applicant

Date

Fair Credit Reporting Act: I authorize White River Credit Union, at this time, and if I am employed, during the term of my employment, to obtain consumer reports and make any inquiries it deems appropriate to process my employment application, to evaluate performance, and to collect any sums owed by me to White River Credit Union.

Signature of Applicant

Date

Once complete, please return this application in a sealed envelope to:
WRCU
Attention: Wanda Dunham
PO Box 419
Rochester, VT 05767-0419

Or email to: jobs@whitercu.com