



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Denver Community Credit Union does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on the application form. **The application form may be completed in Microsoft Word interactively, or may be printed and handwritten.** PLEASE TYPE or PRINT, except for signature where indicated. In reading and answering questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied For: _____ Today's Date: _____

Are you seeking Full Time Part Time or Temporary employment

How did you hear about us? Internet Inquiry Friend Agency

Other: _____

GENERAL

First Name _____ Middle Initial _____ Last Name _____ Phone Number _____

Street Address _____ City _____ State _____ Zip Code _____

What is the best time to reach you? _____ AM / PM Additional contact notes: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you submitted an application with us before? Yes No If yes, when? _____

Have you ever been employed here? Yes No If yes, when? _____

Do any of your friends or relatives work here? Yes No If Yes, whom? _____

If hired, are you able to provide proof of your eligibility to work in the U.S.? Yes No

WORK HISTORY

List names of employers in consecutive order with present or most recent employer first. Account for all periods of time including military service, volunteer activities and any periods of unemployment. If self employed, give firm name and supply business references. **Any offer may be contingent upon information obtained from listed employers.**

Employer Name:	Work Performed:
Address and Phone:	
Supervisor Name:	
Dates of Employment: to	
Job Titles Held:	
Reason for leaving:	Rate (s) of Pay: to

Employer Name:	Work Performed:
Address and Phone:	
Supervisor Name:	
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Supervisor Name:	
Dates of Employment: to	
Job Titles Held:	
Reason for leaving:	Rate (s) of Pay: to

EMPLOYMENT CONTINUED – Please explain gaps in employment listed above

EDUCATION

	List Name and Address of School	Number of years completed	Diploma/ Degree/ Certificate
High School or GED			
College or University:			
Subjects studied			
Vocational School:			
Subjects studied			

SPECIAL SKILLS:

What skills or additional training do you have that are related to the position for which you are applying?

Describe your experience working with various computer programs as related to the position for which you are applying?

List professional, trade, business, or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

At times, based on business need, open positions cite a preference for bilingual skills. For consideration of postings for the preferred skills:

What language (s) do you speak fluently? _____

What language (s) do you read and write? _____

REFERENCES & BACKGROUND

Have you ever used another name, which will be needed to verify information on this application? Yes No

If yes, please list name (s) _____

Are you currently employed?..... Yes No

May we contact your current employer?..... Yes No

Have you ever been fired or asked to resign from a position?Yes No

Have you ever been convicted of a crime of theft?Yes No

Have you ever been convicted of a crime of violence?.....Yes No

Have you ever been held responsible for a breach of fiduciary duty?.....Yes No

If you have answered yes to any question in this section please indicate the state, year, and nature of the incident?

List three references, not relatives or former employers:

Name:	Address:	Phone:	Years known:
Name:	Address:	Phone:	Years known:
Name:	Address:	Phone:	Years known:

AFFIDAVIT, CONSENT AND RELEASE PLEASE READ EACH STATEMENT CAREFULL BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

For consideration of employment, I approve investigation of reference checks, credit reports, criminal/civil history, motor vehicle records, and I understand that employment is subject to my being bondable. I also authorize, whether listed or not, any person, school, current or past employer or other organization to provide relevant information and opinions that may be useful in making a hiring decision. I release and hold harmless such persons and organization from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT, OR GUARANTEE OF EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED "AT WILL" OF THE EMPLOYER AND THAT MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and by my signature consent to these statements.

Signature: _____

Date: _____

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment or a current employee of Denver Community Federal Credit Union, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, Denver Community Federal Credit Union may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a *consumer reporting agency* is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as Denver Community Federal Credit Union.

A *consumer report* means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An *investigative consumer report* means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Denver Community Federal Credit Union to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at Denver Community Federal Credit Union. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

Name (Typed or Printed)

Social Security Number

Maiden/Former Name (s) Used

Drivers License Number

State

Date of Birth (optional)

Current Address

City

State/Zip

How Long?

Former Address

City

State/Zip

How Long?

Applicant Signature _____

Date Signed _____

APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of Denver Community Credit Union to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.

COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPERATELY FOR YOUR APPLICATION FORM.

PLEASE PRINT

Last Name

First Name

Middle

Date

Position Applied For (list only one) _____

Where did you hear about this job? _____

RACIAL ORIGIN (you may mark one or more of the following):

White – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation of community or attachment.

Black or African American – A person having origins in any of the black racial groups of Africa.

Asian – A person having origins in any of the original peoples of the Far East, South Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

ETHNICITY:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

SEX

Male Female

I elect not to identify

Signature of Applicant

Denver Community Credit Union Core Values

Below are the Core Values of our Credit Union and how we define them. Should you be hired for a position with Denver Community Credit Union, you will be expected to exemplify the core values of the Credit Union as outlined below. If you are willing to commit to meeting the expectations of the Core Values, please sign this form and return it with your application.

Passion

Beliefs - Employee buy-in to the Credit Union movement by communicating how we are different and what it is we do

Drive and Motivation - Work as a whole, recognize our members and each other for individual successes, be a driving creative force in regards to growth of the credit union

Commitment - Find a way to create a positive result in our member's lives

Knowledge

Right information - Exude confidence, be loyal, be dedicated, set the example for others, discover member's needs and provide guidance to members and peers

Resources - Think critically, find the information, and provide answers

Personal Learning - Remain competent; find ways to grow personally and professionally

Sharing - Communicate, and respect others knowledge and opinions

Accountable - Take action, make good decisions, welcome feedback, encourage questions, and retain information

Relationship

Co-operative - Respect others including co-workers and members, work together, and provide options

Doing the right thing - Create trust, find the right product and service for our members

Works both ways - Listen, be flexible, have integrity, and use sound judgment

Anyone - Show value, and go the extra mile

If hired, I understand I will be expected to exemplify the Core Values of the Credit Union, and I commit to doing so.

Applicant Signature _____ Date _____