



**Application for Employment**

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

**Personal Information**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Home Phone No: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

E-mail Address: \_\_\_\_\_

**Position Desired**

Position for which you are applying: \_\_\_\_\_

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

Days and Hours of availability: \_\_\_\_\_

Employment Preference:  Full-time  Part-time

Status Desired:  Regular  Seasonal

- Branch preference:
- Alton, IL
  - Bethalto, IL
  - East Alton, IL
  - Godfrey, IL
  - Jerseyville, IL

**Education**

Name/Location	Major Course Subject	Last Year Completed				Did You Graduate	Degree
		1	2	3	4		
High School:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	
Business/Trade:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	
College:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N	

Are you currently pursuing further studies? Yes No

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## Employment History

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Please list below present and past employers, beginning with the most recent. Please be as specific as possible.

1	Company:	Address:	Telephone:
Dates Employed From:                      To:		Salary Starting:                      Leaving:	Name of Supervisor:
Your Title and Duties: _____			
Reason for Leaving:			May we contact this employer for reference?

2	Company:	Address:	Telephone:
Dates Employed From:                      To:		Salary Starting:                      Leaving:	Name of Supervisor:
Your Title and Duties: _____			
Reason for Leaving:			May we contact this employer for reference?

3	Company:	Address:	Telephone:
Dates Employed From:                      To:		Salary Starting:                      Leaving:	Name of Supervisor:
Your Title and Duties: _____			
Reason for Leaving:			May we contact this employer for reference?

4	Company:	Address:	Telephone:
Dates Employed From:                      To:		Salary Starting:                      Leaving:	Name of Supervisor:
Your Title and Duties: _____			
Reason for Leaving:			May we contact this employer for reference?

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**Skills**

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Identify the office machines you can operate: <input type="checkbox"/> Typewriter    ___wpm <input type="checkbox"/> 10 Key        ___wpm <input type="checkbox"/> Personal Computer <input type="checkbox"/> Switchboard	Identify software programs you can operate: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Outlook <input type="checkbox"/> PowerPoint	Identify other skills:
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**Employment Eligibility**

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Are you eligible for employment in the USA?  Yes  No

If under 18 years of age, state birth date: \_\_\_\_\_

Do you have any relatives employed at the Credit Union?  Yes  No

If yes, please name: \_\_\_\_\_

What is the relationship? \_\_\_\_\_

Have you ever been employed by OCCU before?  Yes  No

If yes, when? \_\_\_\_\_

What position? \_\_\_\_\_

Have you ever interviewed for a position with OCCU?  Yes  No

If yes, when? \_\_\_\_\_

What position? \_\_\_\_\_

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? (You are not required to disclose expunged juvenile records of an arrest or conviction and you will not automatically be disqualified if you have a criminal record.)  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or asked to resign from employment?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever had your bond coverage modified or revoked or has any application for a bond been declined?

Yes  No If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**References**

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Please list names, addresses, and phone numbers of two personal references, excluding relatives.

1.	2.
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**Notice & Disclosure Regarding  
Procurement of a Consumer Report**

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In connection with your application for employment, Olin Community Credit Union may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that Olin Community Credit Union may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will a summary of these rights enclosed with this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

# A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment — or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word National or initials NA. appear in or after banks name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word Federal or initials F.S.B. appear in federal institutions name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words Federal Credit Union appear in institutions name)	National Credit Union Administration 1775 Duke Street Jexandria, VA 22314 703-51 9-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051