

Tel: (585) 243-1500 **Fax:** (585) 243-4143

Geneseo Branch 4621 Millennium Drive Geneseo, NY 14454

APPLICATION FOR EMPLOYMENT

Federal and state laws prohibit discrimination in employment based on race, religion, gender, national origin, age, disability, sex, marital status, sexual orientation, veteran status, military obligations or association with any of the above. The Credit Union is committed to the principles of equal employment and intends to comply with all applicable laws.

			Da	te:	
Personal Informa	<u>tion</u>				
Name:					
	First	Middle	Last		
Present Address:					
	Street	City	State	Zip Code	
Telephone: ()	Social Security N	Number:		
lf under 18 years	of age, do you have	e a work permit?		Yes	No
5		n with legal right to of of lawful work stat		? Yes	No
, i	erform the duties of easonable accommo	f the job(s) for which odation?	you have appli	ed, Yes	No
5	en convicted of a cr nature of the offens	rime? If so, please de	5	Yes	No

Type of employment desired:	Full Time	Part Time	Temporary				
Position(s) applied for:							
Date you can begin:							
Have you ever worked for the Credit Union before? Yes No Reason for leaving:							
<u>Education</u>							
Highest Grade Completed:	<u>1 2 3 4 5 6 7 8</u> Grade School		<u>1 2 3 4</u> College				
Name of Last School Attended:							

Employment History

List below your work experience (starting with your present or most recent employer) for the last five years or last three employers, whichever will provide us with the most and best information about you. Use the reverse side of the application form if you need additional space. Please account for all period of unemployment in this section.

Dates of Employment: From: To: _						
Name and Address of Employer:						
Phone Number:	_					
Briefly describe your job duties and work experience:						
Reason for Leaving:						
Name of Supervisor:	_ May we contact for a reference? Yes No					

Dates of Employment: From:	To:
Name and Address of Employer:	
Phone Number:	
Priofly describe your job duties and work over	
Briefly describe your job duties and work exp	Jenence:
Reason for Leaving	
Reason for Leaving:	
Name of Supervisor:	May we contact for a reference? Yes No
Dates of Employment: From:	То:
Name and Address of Employer:	
Phone Number:	
Briefly describe your job duties and work exp	perience [,]
bliefly describe your job duties and work exp	
Reason for Leaving:	
Name of Supervisor:	May we contact for a reference? Yes No
1 <u> </u>	
Dates of Employment: From:	To:
Name and Address of Employer:	
Phone Number:	
Briefly describe your job duties and work exp	perience:
Reason for Leaving:	
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Name of Supervisor:	May we contact for a reference? Yes No

Employment References

List the names and telephone numbers of at least three work related references (not related to you).

Name:	_ Telephone ()	Years known:
Name:	_ Telephone ()	Years known:
Name:	_ Telephone ()	Years known:

<u>Applicant's Statement</u>

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the Credit Union's service, whenever it is discovered. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I give the Credit Union the right to contact and obtain information from all personal references, employers, and educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the Credit Union and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The 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 local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Credit Union and still wish to be considered for employment, it will be necessary to fill out a new application.

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 Credit Union 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 representative of the Credit Union, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Applicant's Signature

Date