

Date Received:

APPLICATION FOR EMPLOYMENT At



Name of Job Applicant (Please Print)

NOTICES TO JOB APPLICANT – PLEASE READ CAREFULLY

EQUAL OPPORTUNITY. It is the policy of Mocse Credit Union, (hereinafter, "Company") to make all employment decisions without regard or consideration for any individual's ancestry, age (40 and above), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, or gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) and sexual orientation. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business, equal employment opportunity will be extended to all persons in all aspects of the employment relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall, and termination. The Company does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. If you believe that you have been treated unfairly or harassed in any way during this employment application process, please call Carmella Wend, Director of Human Resources at (209) 572-3600 extension 136 immediately. The Company prohibits retaliation by anyone against those who make a report of suspected unfair treatment or harassment. If you need a reasonable accommodation in order to complete this application or in any step of the interview process, please inform Carmella Wend at (209) 572-3600 extension 136.

AT-WILL EMPLOYMENT. Employment at the Company is at the will of the Company and its employees. Employment can be terminated at any time for any legal reason with or without prior notice or cause. Only the CEO of the Company can enter into employment contracts on behalf of the Company that modify this "at-will" employment relationship, and those contracts must be in writing.

MISREPRESENTATIONS. The Company is relying on the information that you provide on this Application, in the documents you provide to the Company, and during any interview(s). You must complete the application fully to be considered for a job. If you knowingly make any misrepresentation or omission during the application process, your application and any job offers may be withdrawn; and, if the falsehood is not discovered until after you are employed, then your employment may be terminated for lack of honesty.

STALE APPLICATIONS. This application is only current for 60 days. If you are not hired within 60 days, a new application will have to be completed in order to be considered for employment.

AUTHORIZATION FOR RELEASE OF INFORMATION. For your application to be considered, you must sign the "Authorization for Release of Information and Waiver of Potential Claims" found at the end of this Application.

RIGHT TO WORK IN U.S. All job offers are conditional upon the job applicant providing proper proof of his or her right to work in the United States, and, if applicable, right to work as a minor.

FIDELITY BOND. If the job being applied for requires a fidelity bond, then any job offer is conditional upon the applicant being bondable at standard rates.

CREDIT CHECK and/or BACKGROUND INVESTIGATION. The Company requires a credit check and/or background investigation to confirm and help insure that the applicant, if hired, is and will likely remain free from circumstances that might adversely affect the employee's good judgment and honesty. A separate authorization for the credit check and/or background investigation will be presented to the job applicant and any job offer is conditional upon there being nothing of concern in the credit check and/or background investigation.

HANDBOOK. All employees are subject to the policies contained in the Company's employee handbook. All job applicants may review a copy of the handbook if they ask to do so. The handbook is the property of the Company, and applicants may not take the handbook off Company premises.

Your application will not be accepted unless you indicate that you have read the above notices by signing here➔:

Applicant's Signature

Date

(Please Print Clearly)

Contact Information

First Name	Middle Name	Last Name		
Street Address		City	State	Zip
Mailing Address (if different from above)		City	State	Zip
Home Phone:		Cell Phone:		

Position Desired and Past Contact with the Company

Specify the position you are applying for:	
List the number of hours a week you would like to work:	Asking wage per hour:
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", can you provide proof of your legal authorization to work as a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever applied for work with the Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", list location and date of application:	
Have you ever worked for the Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", list location and dates of employment:	
List days and times you are not available for work.	
When could you start work?	
How did you learn about us? <input type="checkbox"/> Ad for Job <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Referred by _____	

NOTE: Work schedules are subject to change, and overtime may be required. No one is hired for any guaranteed number of hours or work schedule.

Employment History – List your current and previous jobs for the past five years. If you need additional space, please continue on the back of this Application. You may attach a résumé, but the following still needs to be completed.

Employer's Name:	
Address:	City: State: Zip:
Telephone Number:	
Starting Date of Employment:	Ending Date of Employment:
Starting Wage Rate:	Ending Wage Rate:
Job Title:	Supervisor's Name:
Job Duties:	
Describe any specialized training or skills you received at this job:	
Reason for Leaving:	
If the above information is for your current job, do you have any objection to our contacting your employer? <input type="checkbox"/> No, contact can be made at any time. <input type="checkbox"/> Yes, do not contact now. Contact can be made at a later date. (Please specify when contact can be made, such as a specific date or after a job offer is made): _____	
Please note: Any job offer made to you is contingent on our being able to contact your current employer.	

Employer's Name:	
Address:	City: State: Zip:
Telephone Number:	
Starting Date of Employment:	Ending Date of Employment:
Starting Wage Rate:	Ending Wage Rate:
Job Title:	Supervisor's Name:
Job Duties:	
Describe any specialized training or skills you received at this job:	
Reason for Leaving:	

Employer's Name:	
Address:	City: State: Zip:
Telephone Number:	
Starting Date of Employment:	Ending Date of Employment:
Starting Wage Rate:	Ending Wage Rate:
Job Title:	Supervisor's Name:
Job Duties:	
Describe any specialized training or skills you received at this job:	
Reason for Leaving:	

Explanation of Gaps in Employment – Please explain why you were not employed if there are gaps in your employment history over the past five years. Use the back of this Application if more space is needed.

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Explanation of Terminations – If you ever had your employment involuntarily terminated, or if you ever quit in lieu of being terminated, please explain. Use the back of this Application if more space is needed.

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Security Information

- Have you ever been convicted by any court of a criminal offense?* Yes No
- Have you ever had fidelity bond coverage declined, modified, or revoked?* Yes No
- Are you currently out on bail or on your own recognizance pending a trial?* Yes No
- Do you currently have a restraining order issued against you?* Yes No

A "yes" answer will not automatically disqualify you from a job. You need not list minor traffic violations for which the fine was \$800 or less or any offense that does not have to be disclosed to a potential employer by law, such as misdemeanor marijuana offenses over two years old; judicially dismissed, sealed or expunged criminal files; misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed; or referral to or participation in any pre-trial or post-trial drug and/or alcohol diversion program. **If your answer is "yes" to any of the above questions, provide an explanation below, giving the date, location, nature, and disposition of the matter. Use the back of this Application if more space is needed.*

Education – List your education starting with high school or the last school you attended if you did not graduate from high school.

Name of School:	
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High <input type="checkbox"/> High School	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", list the last grade you completed:	
If you did not graduate from high school, did you earn your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of School:	
Type of School: <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", list the last grade you completed:	
Describe Course of Study or Major:	

Name of School:	
Type of School: <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", list the last grade you completed:	
Describe Course of Study or Major:	

Honors and Awards – At your option, you may list any special honors, awards, or activities you participated in which you believe would be relevant to your qualifications for this job. *You do not have to include any information that would indicate your age, race, national origin, sexual orientation, disability, or other legally protected status.*

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Special Skills and Qualifications – Provide any additional information, such as special skills and qualifications not already mentioned, that you feel is job related and may be helpful in considering your application.

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Language Skills – This is optional. If you desire to let us know of your ability to interact with non-English speakers, please indicate any languages, other than English, that you can speak, read, and/or write.

LIST LANGUAGE	FLUENT	GOOD	FAIR
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write
	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write	<input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

Ability to Perform Job Functions – Answer this question only if a job description is attached.

Can you perform the essential functions of the job with or without a reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No

Relatives and Friends - We have a conflict of interest policy that prohibits an employee from supervising a relative, romantic partner, or roommate. Please list the name of any person working for us who is a relative, roommate, or person you are dating. No one will be disqualified solely for having relatives or friends working for us.

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Prior Addresses – Please list your prior places of residence for the past five years.

Street	City	State
Street	City	State
Street	City	State

References – Please provide three references that can provide information about your work skills and work habits.

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

APPLICANT'S SIGNATURE

I hereby state that I have personally completed this Application for Employment, and the information provided by me in this Application for Employment is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Print Name

Authorization for Release of Information and Waiver of Potential Claims

To Whom It May Concern:

I am applying for a job at Mocse Credit Union, (hereinafter, "the Company") whose main office is located at 3600 Coffee Road, Modesto, CA 95355 and whose contact person is Carmella Wend, Director of Human Resources (209) 572-3600, extension 136.

I hereby authorize the Company to contact the references, past employers, schools, and training institutions listed in my Application for Employment (and my résumé) or any other person or entity that may have information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in my Application for Employment.

I hereby authorize any references, past employers, schools, and training institutions listed in my Application for Employment (and my résumé) to release to the Company all information about my (1) prior employment, or (2) educational experiences, or (3) statements contained in my Application for Employment (and my résumé). I hereby waive any potential claim that I may have against any references, past employers, schools, and training institutions listed in my Application for Employment (and my résumé), and their employees, officers, and directors, for providing information about me to the Company.

I hereby agree to waive any claim that I may have against the Company and to defend and hold the Company harmless from any and all claims that may arise from the Company contacting any person or entity described in this release.

This Authorization for Release of Information is good for 120 days from the date written below. The waiver and indemnification provisions in this Authorization will survive the expiration of this Authorization.

A copy or facsimile of this Authorization may be treated and relied upon as if it were an original.

Applicant's Signature

Date

Print Name

APPLICANT DATA INFORMATION COLLECTION FORM

The information requested below is being collected pursuant to the California regulations found at 2 CCR 11013. Every employer with five or more employees must collect this information from job applicants if the job applicant voluntarily provides the information. The information is for record keeping purposes only. **YOU DO NOT HAVE TO PROVIDE THE INFORMATION BELOW.** Any information you provide will be separated from your job application and will have no bearing on our selection process. Mocse Credit Union, is an equal opportunity employer.

Date: _____

Job Applying For: _____

Race (mark one)

American Indian

Black

Alaskan Native

Hispanic

Asian

Caucasian

Pacific Islander

Other (please specify): _____

National Origin (please specify): _____

Sex: Male Female