

# Northeast Community Credit Union

## Employment Application



Northeast Community Credit Union is an Equal Opportunity Employer. NCCU does not unlawfully discriminate on the basis of race, color, marital status, religion, national origin, sex, veteran status, age, presence of a non-job related medical condition, handicap, or any other legally protected status. NCCU is committed to working with its employees to reasonably accommodate them with the physical aspects of a condition.

### APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available		Social Security No.	Desired Salary	
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
				YES <input type="checkbox"/>
				NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

### EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree

### REFERENCES

*Please list three professional references*

Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )

Address

**PREVIOUS EMPLOYMENT**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Signature** **Date**

**Mail to:** Northeast Community Credit Union • 980 Jason Witten Way • Elizabethton, TN 37643  
**ATTN: Human Resource Manager**  
**Fax to:** (423) 547-3825

**PLEASE READ CAREFULLY**

**Northeast Community Credit Union grants position interviews on a competitive basis, according to job specifications relevant to each position.**

- I authorize Northeast Community Credit Union to solicit information regarding my character, general reputation, credit, previous employment, criminal background, and similar background information, and to contact any and all references I have given on my application. I understand that satisfactory credit history is a bona fide occupational qualification. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Northeast Community Credit Union from any liability for future references it may provide regarding my work history at the firm.

**If information contained in a personal credit report is in whole or part of a decision not to hire, the Fair Credit Reporting Act requires employers to notify applicants of the name and address of the reporting agency that provided the credit report.**

- In Consideration of my employment, I understand that no representative of Northeast Community Credit Union, other than the President, has my authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Management level employees are considered employed at will, and can be terminated with or without cause, and with or without notice, at any time at the option of NCCU or the employee.
- I certify that I am not engaged in any outside activity or business that could be considered in conflict with Northeast Community Credit Union interests or those of its members, nor will I become engaged in such activity or business if employed.
- If employed, I further agree that if Northeast Community Credit Union advances any paid leave before it has been accrued, or advances or lends me any money during the course of my employment, or if I lose, damage, or fail to return any company property, NCCU is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.
- I understand that if employed by NCCU, I must abide by the state and federal laws as well as NCCU policies and by-laws.

**Northeast Community Credit Union prohibits smoking inside its buildings. Furthermore, employees are expected to work free from the effects of substances, including alcohol, chemicals, pharmaceuticals, and other controlled substances that affect normal and physical performances.**

- I hereby declare the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that misrepresentation or omission of fact on this application shall be sufficient cause for rejecting my application or, if hired cause for dismissal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_