

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, medical condition, military or veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Please print.

Position(s) Applied for		Date of Application		
Print Name (Last, First, & Middle)				
Street Address		City	State	ZIP Code
Main Phone Number	Alternate Phone Number	Email		

EMPLOYMENT EXPERIENCE

List the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

Name of Employer		Supervisor		May we contact?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address				
Phone Number		Dates Employed (Month/Year)		
		From	To	
Job Title and Duties		Reason for Leaving		

Name of Employer		Supervisor		May we contact?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address				
Phone Number		Dates Employed (Month/Year)		
		From	To	

Job Title and Duties	Reason for Leaving

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Street Address

Phone Number	Dates Employed (Month/Year)	
	From	To

Job Title and Duties	Reason for Leaving

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Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No

If yes, explain:

Explain any gaps in your employment history:

List any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

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EDUCATION

Describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

BUSINESS AND PROFESSIONAL REFERENCES

List three professional references of individuals who are **not** related to you:

Name and Title	Relationship	Phone Number or Email

PERSONAL REFERENCES

List three people who know you well:

Name and Title	Relationship and Years Acquainted	Phone Number or Email

GENERAL INFORMATION

- 1. Have you ever used another name?..... Yes No
- 2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?..... Yes No

If yes to either of the above, provide the additional information:

- 3. Have you ever worked for this company before?..... Yes No
If yes, give dates and position: _____

4. On what date are you available to begin work? _____

5. Are you available to work? Full-time Part-time Shift Work Temporary

6. Days and hours you are available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- 7. If hired, would you have a reliable means of transportation to and from work?..... Yes No
- 8. Can you travel if the position requires it?..... Yes No
- 9. Can you relocate if the position requires it?..... Yes No
- 10. Are you at least 18 years old? Yes No

Note: If under 18, hire is subject to verification that you are of minimum legal age.

- 11. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes No
- 12. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No

Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

APPLICANT STATEMENT AND AGREEMENT

Read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize River Valley Credit Union to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to River Valley Credit Union any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release River Valley Credit Union, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ If I am employed by River Valley Credit Union, I understand that I am required to comply with all rules and regulations of River Valley Credit Union.

_____ If hired, I understand and agree that my employment with River Valley Credit Union is at-will, and that neither I, nor River Valley Credit Union is required to continue the employment relationship for any specific term. I further understand that River Valley Credit Union or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to River Valley Credit Union and that River Valley Credit Union is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE INDICATES THAT I HAVE READ, UNDERSTAND, AND AGREED TO ALL OF THE ABOVE TERMS.

Signature: _____

Name (print): _____ **Date:** _____

BACKGROUND RELEASE FORM

Applicant: Review and sign this form authorizing River Valley Credit Union to perform a background review for your employment consideration.

Consent to Conduct Background Check

As a condition of and in consideration of employment, I give permission to River Valley Credit Union to check my personal and employment history. I understand that a background check will include, but not be limited to, verification of all information on my employment application, as well as interviews with past employers. Further, I give permission to River Valley Credit Union to conduct this check and to discuss results in connection with my employment application.

Consent to Contact Past Employers

I understand that River Valley Credit Union may request to contact any or all past employers listed on my employment application. Further, per my indication on the employment application, I give permission to my current or past employers to discuss my relevant employment history with the company, verbally or in writing.

No Promise of Employment

I understand that neither the completion of this application nor any other part of my consideration for employment gives any obligation for River Valley Credit Union to hire me.

Falsification Statement

I attest with my signature below that I have given to River Valley Credit Union true and complete information on this application. No requested information has been concealed. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Equal Employment Statement

River Valley Credit Union is an equal opportunity employer. River Valley Credit Union does not discriminate in employment because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, or genetic information [add additional terms based on the state(s) in which your business operates].

My signature acknowledges that I have carefully reviewed and acknowledge that River Valley Credit Union may perform a background review as described above. I also acknowledge receipt of the document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act."

Candidate signature: _____ Date: _____

Company representative name: _____ Job title: _____

Company representative signature: _____ Date: _____

Disclosure and Authorization of Consumer Report

River Valley Credit Union may request a “consumer report” or an “investigative consumer report” through Trak-1 and DK Security, for the purpose of evaluating you for employment, and/or, if hired, for promotion, reassignment, and retention or other employment related purposes. A “consumer report” is based on public records sources. An “investigative consumer report” would also include personal interviews with your neighbors, friends or associates.

A report may contain information on any criminal convictions, verify your residence addresses, education record, and/or social security number, search social network sites, blogs or other information available on the Internet, or make inquiries about your character, general reputation, personal characteristics and/or prior employment. As the job for which you have applied or are being considered involves either having access to our accounts payable or receivable, payroll system and/or other financial records, handling our credit union funds, having access to or signing authority on our credit union bank accounts, or having a business credit card in River Valley Credit Union, the report that we will obtain will include a credit report.

Under the Fair Credit Reporting Act (“FCRA”), if information in such a report is relied on to make an adverse employment decision, you will be provided with a copy of the report before the decision is final, along with a description of your rights under the FCRA.

If an investigative consumer report is requested, you have the right to submit a written request within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation we requested. Such disclosure will be made to you within five days of the date on which we receive the request from you, or within five days of the time the report was first requested, whichever is later in time.

AUTHORIZATION

I authorize River Valley Credit Union to obtain “consumer reports” (including “investigative consumer reports”) for the purposes of evaluating me for employment, promotion, reassignment, retention or other employment related purpose. I expressly understand that as it is substantially related to the job for which I applied or am being considered, that I am giving my authorization for River Valley Credit Union to also obtain a credit report through Trak-1 and DK Security.

Signature

Print Name

Date

It is important that all blank spaces be appropriately completed

Print Full Name _____
(First) (Full Middle Name) (Last)

Provide any other name(s) used in the past 10 years and include dates of name changes

Driver's License #: _____ State of Issue _____

Social Security Number: _____

Date of birth _____ Place of birth _____

Complete addresses of all physical residence(s) for the past ten years (Use back page for additional addresses)

Address _____ City, State, Zip _____

From _____ To _____

Address _____ City, State, Zip _____

From _____ To _____

Address _____ City, State, Zip _____

From _____ To _____

Address _____ City, State, Zip _____

From _____ To _____

Para informacion en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C., 20006.**

- **You must be informed 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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness 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.consumerfinance.gov/learnmore 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 and 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.consumerfinance.gov/learnmore.
- **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 888-5-OPTOUT (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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, D.C. 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480

TYPE OF BUSINESS:	CONTACT:
<p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
3. Air Carriers	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, D.C. 20590</p>
4. Creditors Subject to Surface Transportation Board	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, D.C. 20423</p>
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, D.C. 20416</p>
7. Brokers and Dealers	<p>Securities and Exchange Commission 100 F St. NE Washington, D.C. 20549</p>
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center - FCRA Washington, D.C. 20580 (877) 382-4357</p>