

Kitsap Credit Union

Mailing Address: P. O. Box 990, Bremerton, WA 98337
Jobline: 360-662-2050

15 Greater Kitsap Peninsula Locations

Bainbridge Bangor Belfair Harborside BHS East Bremerton Gig Harbor Keyport Kingston Olympic Plaza
 Poulsbo PSNS Silverdale South Kitsap Westpark

An Equal Opportunity/Affirmative Action Employer

(PLEASE WRITE OR PRINT PLAINLY)

Instructions: Please read each question carefully and answer to the best of your ability. DATE OF APPLICATION: _____

NAME:	LAST	FIRST	MIDDLE INITIAL		
PRESENT ADDRESS	CITY	STATE	ZIP CODE	HOW LONG?	
PREVIOUS ADDRESS	CITY	STATE	ZIP CODE	HOW LONG?	
Home or Message Phone No.		Business Phone No.		Other names known by:	
(Optional) E-Mail Address:					

*Have you ever been convicted of a felony or any other criminal offence involving dishonesty or breach of trust? Yes No
*If answer to this question is yes, please explain on a separate sheet of paper.

Note: The deposits of this institution are insured by the National Credit Union Administration ("NCUA"), in accordance with its rules and regulations. This institution may, as permitted by law, submit your fingerprints to the Federal Bureau of Investigation ("FBI") and receive a FBI report to enable this institution to comply with Title 12 of the United States Code, Section 1785. This Section provides that, Without the prior consent of the NCUA, no person may serve or continue to serve as an officer or employee of such an institution who was or is convicted of any criminal offense involving dishonesty or a breach of trust, or who has agreed to enter into a pretrial diversion or similar program in connection with the prosecution of such an offense. For each knowing violation of the prohibition, the institution and the person involved may also be subject to penalties up to \$1,000,000 for each day that the prohibition is violated and the person involved may also be subject to imprisonment up to five years.

What position(s) are you applying for?
Who referred you to us?

Are you interested in full-time work? Yes No Date you are available for work: _____

Are you interested in part-time work? Yes No Date you are available for work: _____

Days available: _____ Hours available: _____

Do you have a location preference? _____

A reasonable attempt will be made to accommodate employees who require certain hours or days off because of their religious beliefs or practices.

(Optional) Do you have any salary requirements of which we should be aware? _____

If you are a person with a disability/disability you may confidentially request us to make reasonable accommodations.

OPTIONAL: Please list professional job-related organization to which you belong. An applicant may exclude organizations which would divulge race, color, creed, sex, age, marital status, national origin or disability while voluntarily listing other organizations if an applicant decides to partially answer this entire optional question.

EDUCATION		EMPLOYMENT APPLICATION	
Please list education. You may also include special training, professional memberships, talents, etc., which you believe qualify you for the position for which you are applying.			
NAME	CITY & STATE	GRADE AVERAGE	DEGREE RECEIVED
High School:			
College/University:			
Other:			
Do you plan to continue your schooling? Yes <input type="checkbox"/> No <input type="checkbox"/>			
May we obtain transcripts from schools you have attended? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Please indicate machines you can operate:

_____ Computer/Teller Terminal	_____ Personal Computer	_____ Calculator
List Job or Reason for Use: _____	List Software Programs Utilized: _____	_____ By Site _____ By Touch
_____	_____	_____ Typewriter _____ Keyboard
_____ Fax Equipment	_____	WPM _____.
_____ Other (list and explain): _____		

LIST THREE PROFESSIONAL REFERENCES:

NAME	ADDRESS	CITY	OCCUPATION	PHONE NO.

HAVE YOU EVER BEEN REFUSED A FIDELITY BOND? Yes No IF YES, EXPLAIN:

LIST NAMES OF RELATIVES IN OUR EMPLOY:
(We seek this information strictly for bonding requirements and internal accounting safeguards.)

NAME	JOB	LOCATION

HAVE YOU EVER BEEN DISCHARGED OR GIVEN THE OPPORTUNITY TO RESIGN? EXPLAIN:

Do you have the legal right to work in the United States? Yes No
 Documented proof of citizenship or legal right to work in the U.S. will be required prior to commencement of employment.

Kitsap **Credit Union**

P.O. Box 990 Bremerton, WA 98337
(360) 662-2000 Toll-Free 1-800-422-5852
www.kitsapcu.org

Credit Report Authorization

Employment Application: _____
(Please print name)

By signing below, Applicant authorizes Kitsap Community Federal Credit Union to obtain and use credit report and make whatever inquiries it considers appropriate in connection with Applicant's employment application. If employed by Kitsap Community Federal Union, Applicant agrees Kitsap Community Federal Credit Union may obtain and use credit reports, from time-to-time, and make whatever inquiries it considers appropriate to evaluate Applicant for any promotion, resignation or retention as an employee.

_____-_____-_____
Social Security Number

Signature of Applicant

DO NOT ATTACH TO EMPLOYMENT APPLICATION

This sheet MUST be placed in Affirmative Action Files

JOB GROUP: _____

Optional Information for Government Monitoring and Reporting Purposes Only

Regulations of the Washington State Human Rights Commission impose restrictions on the handling of optional ethnic data for governmental monitoring purposes. WAC 162-12-160, (2) provides in part: Data on race, creed, color, national origin, sex, or marital status shall not be recorded on any paper which is kept in the applicant's personnel file, nor shall such data be kept in any other place where it is available to those who process the application. Records, which identify the race, etc., of a particular person, shall be kept confidential, except to the extent necessary to permit the compilation of statistics, and to permit verification of the statistics by top management of the employer, or by the Washington State Human Rights Commission or other concerned governmental agencies. WAC 162-12-1270 provides, in part, that a form asking for ethnic data must clearly inform the applicant of the reasons asking for this information. This employer is considered a Government Contractor, subject to E.O. 11246 as amended, Section 503 of the Rehabilitation Act of 1973, and 38 USC 2012, the Viet-Nam Era Veterans Readjustment Assistance Act of 1974. To meet government reporting regulations, applications are requested to complete this data sheet. This information will be used solely for government reporting purposes. It will not be used as a selection criteria and will be treated as personal and confidential and will be kept in a separate file. Your voluntary cooperation will be appreciated. You are under no obligation to complete this form. However, should you choose not to provide the information, the interviewer is required by law to provide this data by visual observation of the applicant.

Dear Prospective Employee:

This institution is an Equal Opportunity Employer. We ask your cooperation with our Affirmative Action Program. We are required by federal law to maintain statistics on the ethnic background, veteran status, age, sex, and disabilities of applicants for employment. We would appreciate your cooperation by voluntarily providing this information. Please be specific.

As stated in the above excerpt, you are under no obligation to complete this Affirmative Action section. However, should you choose not to provide the information, the interviewer is required by law to provide this data by visual observation of the applicant.

Position Applied For: _____ **Referral Source:** _____
Name: _____ **Male:** _____ **Female:** _____
Address: _____ **Telephone:** _____
(Street) (City) (State) (Zip) Date: _____

Ethnic Background: (Please Check One)

_____ **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliation or community recognition.

_____ **Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, Philippine Islands, and Samoa. Also persons from the Indian subcontinent, including people with national origins from Bangladesh, Bhutan, India, Nepal, Pakistan, Sikkim, and Sri Lanka.

_____ **Black (not Hispanic origin):** All persons having origins in any of the Black racial groups of Africa.

_____ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American or Spanish culture, regardless of race.

_____ **White (not of Hispanic origin):** All persons having origins in any of the people of Europe, North Africa, or the Middle East.