



Date of Application: _____

EMPLOYMENT APPLICATION

A LITTLE INFORMATION ABOUT YOU....

Name (First, Middle and Last): _____

Address, City, State and Zip: _____

Phone: Cell Work Other _____

Secondary phone: Cell Work Other _____

E-Mail Address: _____

Social Security Number: _____

If hired, date available to start: _____

Minimum salary/wage expected: _____

Position(s) you are applying for: _____

Are you seeking: Full-time Part-time

Are you willing to work: Weekends: yes no
Holidays: yes no
Overtime: yes no

What days/hours are you available to work: _____

Are you at least 18 years old: yes no

Have you applied with TEXAR before: yes no
If Yes, when (approximate mo/yr): _____ Location: _____

Have you worked for TEXAR before: yes no
If Yes, when: _____ Title: _____

Were you referred by a current TEXAR employee: yes no
If Yes, whom: _____

If not by TEXAR employee referral, how did you find out about us:
Newspaper TEXAR Website Other _____

Only US Citizens or Aliens who have a legal right to work in the US are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? yes no

Are you related to or a close friend of a TEXAR employee. yes no
If Yes, please list name and relationship: _____

... and some information about us as well.

We are a credit union, not a bank. A credit union is a not for profit cooperative financial institution in which individuals pool their money to provide loans and services to other members.

As a credit union we provide services that are tailored to the members who use them. Each member has a voting share in the credit union's affairs. This ensures the organization's policies match up with what members really want.

TEXAR Federal Credit Union has been, from inception in 1951, a provider of a broad range of financial services to its members. In fact, it is our mission, "to serve the financial needs of our members."

We value our employees and offer a benefits package that, for full-time employees, includes 401k, health, dental, life, and disability insurance, as well as vacation, sick, and holiday leave. Other benefits are also available.

To learn more about TEXAR, visit www.gotexar.com You can also follow us on Facebook.

EDUCATION

Check the highest level of education attained:

Elementary: 1 2 3 4 5 6 7 8 **Secondary:** 9 10 11 12 GED **College:** 1 2 3 4 5+

Name of High School:

Location:

Did you receive a diploma: yes no

If no, are you currently attending High School: yes no

Name of College/University:

Location:

Please list degree(s) and any major(s)/minor(s) achieved:

Name of Trade/Business/Other School:

Location:

Field of Study:

List any name(s) used while attending College or a University that is different than on this application:

SKILLS AND EXPERIENCE (Please list any special qualifications, training, education, skills or experience that you feel warrant consideration by TEXAR.)

BACKGROUND (A conviction record will not necessarily be a bar to employment and factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account. In answering the questions in this section, you are not required to, nor should you, respond with any convictions which have been expunged, or convictions in cases wherein the records have been sealed.)

Have you ever been convicted of, or pled guilty or Nolo Contendere (no contest), to any crime other than a minor traffic violation?
NOTE: A DUI or DWI is NOT a minor traffic violation: yes no

Please describe all convictions. Include type of crime(s), date of conviction(s) and whether the offense(s) was a misdemeanor or felony:

Are you now under indictment for any crime for which you have been charged but have not been convicted: yes no

DRIVER'S LICENSE (Complete this section if the job you are applying for requires driving.)

Driver's License Number: _____ State Issued: _____ Expiration Date: _____

BOND COVERAGE (Bond coverage is used to manage exposures, such as employee dishonesty, fraudulent acts, and other risks.)

Have you ever had any bond coverage modified, revoked, or declined: yes no

ESSENTIAL JOB FUNCTIONS

The Americans with Disabilities Act prohibits discrimination against qualified individuals with a disability, a record of a disability, or a perceived disability. There are a variety of essential functions of the job that you will be required to perform. Are you able to perform all functions of the position you are applying for with or without a reasonable accommodation: yes no

Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need. (If you have any questions regarding the functions of the position please ask the interviewer before answering this question.):

PREVIOUS EMPLOYMENT (List in order. Most recent or present employer should be listed first)

1. Company:		Phone:
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Briefly describe duties:		
From:	To:	Reason for Leaving:
2. Company:		Phone:
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Briefly describe duties:		
From:	To:	Reason for Leaving:
3. Company:		Phone:
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Briefly describe duties:		
From:	To:	Reason for Leaving:
4. Company:		Phone:
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Briefly describe duties:		
From:	To:	Reason for Leaving:
May we contact all of the above employers for a reference: <input type="radio"/> yes <input type="radio"/> no If No, tell us which employers not to contact and why: _____		
Are you currently employed: <input type="radio"/> yes <input type="radio"/> no If yes, why are you considering leaving: _____		
Have you ever been discharged or asked to resign from any position: <input type="radio"/> yes <input type="radio"/> no If Yes, please describe reason: _____ _____		
Why are you seeking a new position at this time:		
Have you missed work or school within the last year other than approved vacation, sick or disability leave: If Yes, how many days _____ Please describe: _____		
Consistent attendance and punctuality are essential requirements of every job at TEXAR. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the credit union: <input type="radio"/> yes <input type="radio"/> no If Yes, please explain: _____		

TEXARKANA, TX
2301 Richmond Rd

TEXARKANA, AR
4437 Jefferson Ave

DEKALB, TX
1020 W Front St

ATLANTA, TX
103 W Allday

NEW BOSTON, TX
507 James Bowie Dr

HOOKS, TX
103 Wilder
Mon thru Fri
9 AM to 1, 1:30 to 5 PM

PARIS, TX
1375 NE Loop 286

LOBBY HOURS*
Mon thru Fri
9 AM to 5 PM
(*Excluding Hooks)

DRIVE-THRU HOURS
Mon thru Fri
7 AM to 7 PM
Sat
9 AM to 3 PM

FEDERALLY INSURED
BY NCUA.



DISCLOSURE AND RELEASE

In connection with my application for employment with TEXAR, I understand that consumer reports which may contain public record information may be requested. These reports may include the following types of information: names and dates of employment, reason for termination of employment, work experience, etc. I further understand that such reports may contain public record information concerning my driving record, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records.

I have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of my rights under the Fair Credit Reporting Act.

I authorize, without reservation, any person or entity contacted by TEXAR or its agent or agents to furnish the above-stated information, and I release any such person or entity from any liability for furnishing such information.

Signature: _____

Date: _____

DISCLAIMER AND SIGNATURE

TEXAR does not discriminate in hiring on basis of race, color, religion, sex, national origin, disability, age or any other characteristic protected by law. This application does not intend to ask questions that would provide information that could be used for discrimination.

By signing your name below, you give TEXAR the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. You certify that all answers given are true, accurate and complete. You understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment regardless of when or how discovered.

You also authorize TEXAR to conduct a background investigation, which may or may not include contacting past employers regarding your employment and reason for leaving. You authorize TEXAR to conduct criminal history and bond coverage inquiries. By signing below, you hereby release from liability TEXAR and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

Completing an application does not imply that you will be offered employment. You understand that nothing contained in this application or any information gained or discussed during the interview process creates an employment contract between you and TEXAR. You understand that if you are employed, such employment is for an indefinite period of time and the credit union may change wages, benefits, and conditions at any time. **You understand that your employment is at will. No individual with TEXAR is authorized to change the employment-at-will status except an officer of the credit union, who may do so only in writing.**

Questions regarding this statement should be directed to any TEXAR employment interviewer before signing.

Signature: _____

Date: _____

This application is active for 30 days. After this time period, a separate employment application must be submitted in order to be considered for employment. This application must be completed in full, even if attaching a resume. Applications without a signature will not be considered.