



Consumer Report Authorization

DISCLOSURE

Pursuant to the Fair Credit Reporting Act (15 U.S.C. § 1681), this disclosure is notice to you that in connection with either your application for employment or your continued employment with TRU·FI CU, we may procure a “consumer report” on you. A “consumer report” is any form of communication by a consumer reporting agency bearing on one’s credit worthiness, credit standing, credit history, credit capacity, bond-ability, character, general reputation, personal characteristics, driving history, criminal history, current and previous residence, or mode of living; it may include public record information (such as your driving record). The information we receive from any consumer reporting agency may be used by TRU·FI CU to make decisions regarding your employment at TRU·FI CU including, but not limited to, hiring, promotion, reassignment, and retention.

In the event that information from a “consumer report” is to be utilized in whole or in part in making an adverse decision with regard to your potential or continued employment, before making the decision, we will provide you with a copy of the consumer report provided to us, and a description of your rights under the federal Fair Credit Reporting Act. (The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies.)

AUTHORIZATION

In order to be considered for employment or continued employment with this company, by my signature below, I hereby authorize TRU·FI or its representatives to obtain consumer credit report(s) about me. If I am or become an employee, this authorization shall remain on file, in effect, and serves as an ongoing authorization for TRU·FI or its representatives to procure consumer reports at any time during my employment.

All information provided on this authorization will be used for the sole purpose of procuring a consumer report for employment purposes. TRU·FI Credit Union will not use the report obtained to violate any federal or state equal employment opportunity law or regulation.

Name *(Please Print)*:

Date of Birth:

Address:

Social Security Number:

Address:

Driver’s License #:

City/State/ZIP:

Driver’s License State:

Signature:

Date:



APPLICATION FOR AT-WILL EMPLOYMENT

**IF YOU HAVE A DISABILITY THAT REQUIRES ACCOMMODATION(S) TO PARTICIPATE
IN THE APPLICATION PROCESS, PLEASE LET US KNOW.**

DATE: _____

PERSONAL:

_____	_____	_____	_____
Last Name	First	Middle	Home Phone
_____			_____
Street Address			Business Phone
_____			_____
City, State, Zip			Social Security Number

Have you ever applied for employment with us? Yes ____ No ____

If yes, month and year: _____

Position desired: _____ **Pay expected:** _____

Full time or Part time? _____

Will you work overtime if asked? Yes ____ No ____

When will you be available to begin work? _____

Are you legally eligible for employment in the United States? Yes ____ No ____

Have you ever had any bond coverage modified or revoked? Yes ____ No ____

Has any application for a bond ever been declined? Yes ____ No ____

Have you ever been convicted of a crime which has not been annulled, expunged, or sealed by a Court?* Yes ____ No ____

Are you currently on Probation?* Yes ____ No ____

***If yes, describe in full** (you will not be automatically disqualified if you have a criminal record):



List special skills and/or training (language, word processing, etc.):

How did you learn of our organization? _____

List names of relatives or friends working with us: _____

**IN CASE OF AN EMERGENCY,
NOTIFY:**

Name Relationship to You

Street Address City State Zip

Telephone Number(s) Work: _____ Home: _____

MILITARY SERVICE RECORD:

Were you in the United States Armed Forces? Yes ____ No ____

If yes, what branch? _____

Dates of Duty: From _____ To _____

Type of Discharge: _____

EDUCATION:

High School

Name: _____

Address: _____

City State

Last year attended: _____ Graduated: Yes ____ No ____



Course of study: _____

If **NOT** a high school graduate, do you have an equivalency diploma? (GED, night school, etc.) Yes ____ No ____

What special courses have you taken? _____

College

Degree: _____

Name: _____

Address: _____
City State

Last year attended: _____ Graduated: Yes ____ No ____

Course of study: _____

PERSONAL REFERENCES: List 3 people, not immediate relatives, you have known at least 1 year who can attest to your character. Please let them know we may contact them.

1st Reference Name, Address, and Telephone Number: _____

2nd Reference Name, Address, and Telephone Number: _____

3rd Reference Name, Address, and Telephone Number: _____

PRIOR WORK HISTORY: (List in order, last or present employer first)

Name, Address and Telephone Number of Employer: _____

Employment Dates: From _____ To _____

Supervisor's Name: _____



What position did you hold? _____

Ending salary (please specify): _____
(hourly / weekly / monthly / yearly)

Specific duties and responsibilities: _____

Reason for leaving: _____

Name, Address and Telephone Number of Employer: _____

Employment Dates: From _____ To _____

Supervisor's Name: _____

What position did you hold? _____

Ending salary (please specify): _____
(hourly / weekly / monthly / yearly)

Specific duties and responsibilities: _____

Reason for leaving: _____

Name, Address and Telephone Number of Employer: _____

Employment Dates: From _____ To _____

Supervisor's Name: _____



What position did you hold? _____

Ending salary (please specify): _____

(hourly / weekly / monthly / yearly)

Specific duties and responsibilities: _____

Reason for leaving: _____

Do you have any objections to any of your previous employers being contacted by us? Yes _____ No _____

If yes, which employer(s)? _____

APPLICANT SHOULD READ THE FOLLOWING CAREFULLY

By signing below, I HEREBY CERTIFY that all statements made on this application are true, correct, and complete to the best of my knowledge. I understand if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I give the TRU·FI CREDIT UNION the right to inquire into all statements made in this application and investigate all references, contact former employers, obtain consumer reports, obtain criminal background checks, and to secure additional information about me, if job related. I hereby release from liability TRU·FI CREDIT UNION and its representatives for seeking such information, and all other persons, corporations, or organizations for furnishing such information.

I understand all employees of TRU·FI CREDIT UNION are employees-at-will. Both the employee and TRU·FI CREDIT UNION have the right to terminate employment at any time for any reason. I understand that completion of this application does not indicate there are any positions open, does not in any way obligate TRU·FI CREDIT UNION to offer employment to me, and does not create an employment contract between TRU·FI CREDIT UNION and me. I understand that no representative of TRU·FI CREDIT UNION other than the President/CEO, has any authority to enter into any agreement which will modify the at-will nature of my employment relationship. I further agree that the at-will nature of my employment relationship cannot be modified except by an express written agreement signed by the President/CEO specifically purporting to modify or terminate the at-will nature of my employment relationship with TRU·FI CREDIT UNION. No other statements, written or verbal, made to me any time prior to, or during, employment are intended to alter my at-will status.

Application will be held for six months, after that time applicant will need to complete another application.

Signature

Date



TRU·FI CREDIT UNION IS AN EQUAL OPPORTUNITY EMPLOYER

THE TRU·FI CREDIT UNION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENETIC INFORMATION, OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

**TRU·FI CREDIT UNION IS A DRUG FREE WORKPLACE
WE RESERVE THE RIGHT TO TEST FOR DRUGS WITHOUT WARNING AT ANY TIME**

EEO SURVEY:

The following information is requested to aid the TRU·FI Credit Union in its commitment to Equal Employment Opportunity and Affirmative Action. The information is solely for that purpose.

- A. SEX: MALE FEMALE
- B. DATE OF BIRTH: _____
- C. RACE (check one only):
- White Black Hispanic
- Asian Pacific Islander Native American or Alaskan Native
- Other (specify): _____

Release from Liability

I hereby authorize any individual, company, or institutions who have previously been my employers, coworkers, or who may otherwise have personal knowledge of me to furnish TRU·FI CREDIT UNION with information they may have concerning me, whether on record or otherwise.

I hereby release any and all persons who provide information about me, and their companies from any and all liability for any claims or damages whatsoever resulting from the furnishing of such information. I promise not to make any complaint, legal, or otherwise, because of any information, oral or written, released by you in respect to this reference request, regardless of whether I agree with its accuracy or conclusions.

If I break this promise, I will be responsible for paying the reasonable attorney's fees or court costs incurred by you in defending any action brought by me and in enforcing this release.

_____ Date

_____ Signature

_____ Printed Name