



Voluntary Applicant Data Card

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, marital or veteran status, medical condition or disability. As an employer/government contractor, we comply with government regulations and affirmative action responsibilities.

Completion of the data is voluntary and will not affect your opportunity for employment, or later advancement in employment. This data is solely for Arsenal Credit Union to comply with legal requirements and will be used for periodic government reporting. This information will be kept in a confidential file separate from the Employment Application.

INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT THE EMPLOYMENT DECISION.

Name: _____
Last First Middle Initial

Position Applied for: _____ Location Completing Application: _____

Referral Source: Advertisement Internet Member Referral
 College Walk-in Employee Referral
 Other (Specify) _____

Affirmative Action Survey

Please identify the appropriate category by placing an "X" in the corresponding box. Select only one box, choose the ethnic category with which you most closely identify.

- | | |
|--|---------------------------------|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Female |
| <input type="checkbox"/> White | <input type="checkbox"/> Male |
| <input type="checkbox"/> Black/African-American | |
| <input type="checkbox"/> Native Hawaiian or other Pacific Islander | |
| <input type="checkbox"/> Asian | |
| <input type="checkbox"/> American Indian or Alaska Native | |
| <input type="checkbox"/> 2 or more races | |

Check if any of the following are applicable:

- | | | |
|--|--|---|
| <input type="checkbox"/> Disabled Individual | <input type="checkbox"/> Vietnam Era Veteran | <input type="checkbox"/> Disabled Veteran |
|--|--|---|

I certify that this information is true and accurate to the best of my knowledge.

Affirmative Action Definitions

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

White: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black/African American: A person with origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Asian: a person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or More Races: All persons who identify with more than one of the above five races.

Disabled Individual: For Affirmative Action purposes, people with disabilities are person with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems of functions; (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Vietnam-era Veteran: A person who served in Vietnam on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released from duty with other than dishonorable discharge.



Employment Application

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, marital or veteran status, medical condition or disability. Arsenal Credit Union is an equal opportunity employer (EOE).

Personal Information

Last		First		Middle	Date
Have you ever been know by any other legal names during your work/educational history? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list name(s) and explanation.					Social Security Number
Address			City		State/ Zip Code
Home Phone ()		Alternate Phone ()		Title of Position Desired <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Have you ever worked or applied for employment at ACU? <input type="checkbox"/> Yes <input type="checkbox"/> No			When would you be available to start?		Salary Desired
Position: _____ Date: _____					
What hours are you available to work?			Would you be willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		

How were you referred to ACU?

<input type="checkbox"/> Advertisement (Publication):	<input type="checkbox"/> Internet (Which site?):
<input type="checkbox"/> Member Referral (Name):	<input type="checkbox"/> College (Name):
<input type="checkbox"/> Employee Referral (Please list):	<input type="checkbox"/> Walk-in
<input type="checkbox"/> Other (Please be specific):	

Educational History	Name, City and State	Number of years completed	Did you graduate?	Degree / Major
High School				
Business/Trade School				
College(s)				
Graduate				
Military Service				

Were you awarded a GED? Yes No
 If yes, list county and state where obtained:

Please list any school activities or achievements attained.

Work History

Please enter an accurate and complete employment history starting with your current position. Falsifying the job application may result in discharge. You may attach a current resume, but please do not indicate "see resume" on the application.

Employer	Position/Title	From (Mo/Yr)	To (Mo/Yr)
Address	City	State	Zip
Supervisor's Name	Phone ()	Starting Salary	Current Salary
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Hours worked per week _____

Responsibilities/Description of work you perform

Reason for leaving or why you are considering leaving

Employer	Position/Title	From (Mo/Yr)	To (Mo/Yr)
Address	City	State	Zip
Supervisor's Name	Phone ()	Starting Salary	Ending Salary
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was this employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Hours worked per week _____

Responsibilities/Description of work you performed

Reason for leaving

Employer	Position/Title	From (Mo/Yr)	To (Mo/Yr)
Address	City	State	Zip
Supervisor's Name	Phone ()	Starting Salary	Ending Salary
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was this employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Hours worked per week _____

Responsibilities/Description of work you performed

Reason for leaving

Employer	Position/Title	From (Mo/Yr)	To (Mo/Yr)
Address	City	State	Zip
Supervisor's Name	Phone ()	Starting Salary	Ending Salary
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was this employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Hours worked per week _____

Responsibilities/Description of work you performed

Reason for leaving

List any additional computer skills or qualifications

State the names of any family members or friends that work for Arsenal Credit Union?

List any special accommodations required to successfully perform the duties of the job for which you are applying?

Background Information

Are you over 18 years of age? Yes No If not, employment is subject to verification of minimum legal age. How long at current address?

What was your previous address? How long at previous address?

Have you ever been bonded? Yes No If yes, with what employer?

Have you been convicted of a felony criminal offense within the last 7 years? Yes No If yes, complete the following
A conviction will not necessarily be a bar from employment, but will be considered as it is related to the position applied for.

Date	Place of conviction	Charges
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Do you have reliable transportation to travel to other locations for business needs or training?

PLEASE READ CAREFULLY AND INITIAL EACH SECTION BEFORE SIGNING.

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 if employed, any misstatement, false information or omission of fact on this application shall be considered cause for discharge. Initial

Are you legally eligible for employment in the United States? Proof of eligibility will be requested upon hire.
 Yes No If no, please explain. Initial

I understand that the receipt of this application by Arsenal Credit Union does not guarantee a job interview or offer of employment. I hereby acknowledge that any employment relationship with ACU is considered "at will", which means that an employee may resign at any time and the employer may discharge the employee at any time with or without cause. Initial

I hereby authorize Arsenal Credit Union to fingerprint and review my police and /or FBI criminal conviction record, which may contribute to the basis of the employment decision. This record will be evaluated on a case-by-case basis. Crimes involving dishonesty or breach of trust may carry heightened negative impact on the decision to hire. Initial

I hereby release Arsenal Credit Union, as well as any of my former employers named, from any and all liability or any claims or damages attaining to for furnishing said records regarding previous employment. Initial

I hereby authorize Arsenal Credit Union to obtain a credit history report, which will be reviewed and may contribute to the basis of the employment decision. Initial

I understand also that, if offered employment, I am required to abide by all rules and regulations of Arsenal Credit Union. Initial

Applicant Signature **Date**

Employer's Use Only		
HR Dept Only—Checklist		
	Date of Offer	Salary Offered
	Offer Accepted	Offer Declined
	Start Date	
	Hired by:	Dated: