



Application for Employment

Thank you for your interest in applying with MCCCUCU. Please answer all questions, print clearly, and attach a copy of your resume (if available). This application will remain active for six months.

MCCCUCU Mission Statement

A member owned, quality service oriented credit union, positioned to meet or exceed the financial needs of our members in a personable and courteous manner.

Personal Information:

Name		Date	
Street			
City		State	Zip
Telephone/Cell		e-mail	
How did you hear about us?			

Are you 18 years of age or older? Yes No

Are you legally authorized to work in the United States? Yes No

Have you ever been convicted of a felony or are there charges pending against you at this time?*

Yes No

If you answered yes, please provide dates, type of conviction and any other information that may be pertinent. Monroe County Community Credit Union conducts criminal history checks on all new employees.

*A yes response does not automatically disqualify a job applicant from further consideration. Each applicant is evaluated individually, based on a number of factors including the nature of the crime, how long ago the crime and/or release from incarceration occurred, whether a sufficient or satisfactory work record has been established since the crime and/or release from incarceration, and the position applied for.

Position you are interested in:

Desired Position:		Desired Location (city):	
Applying for: Full Time <input type="checkbox"/>		Part Time <input type="checkbox"/>	
		Temporary <input type="checkbox"/>	
Hours per week:			
Days Available (check all that apply):		Mon	Tues
		Wed	Thurs
		Fri	Sat
Have you previously been employed by MCCCUC?		Yes	No
Do you have any relatives that are employed by MCCCUC?		Yes	No
If yes, provide name and relationship of relative:			
Preferred salary or hourly rate:			
How did you hear about us?			

Professional References			Personal References (not related to you)		
Name & Address	Occupation	Phone	Name & Address	Occupation	Phone

Educational Information						
School	Name, Address, City, State, Zip	# Years Completed	GPA	Degree/Major	Completed (Circle One)	
High School					Yes	No
College					Yes	No
Grad School					Yes	No
Other					Yes	No

Additional Experience or Qualifications

Work History

Employer Name:	Duties:
Address:	
Supervisor:	
Telephone: ()	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Why did you leave?
Employed From: To:	
Job Title	
Ending Salary	

Employer Name:	Duties:
Address:	
Supervisor:	
Telephone: ()	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Why did you leave?
Employed From: To:	
Job Title	
Ending Salary	

Employer Name:	Duties:
Address:	
Supervisor:	
Telephone: ()	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Why did you leave?
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Employer Name:	Duties:
Address:	
Supervisor:	
Telephone: ()	
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>	Why did you leave?
Employed From: To:	
Job Title	
Ending Salary	

Skill Sheet

Please answer the following true/false statements:

- I enjoy working with people
- I get along well with co-workers
- I am able to work on Saturdays
- I do not have restrictions that interfere with MCCC normal business hours.
- I am a positive person.

True	False

I have/can do the following:

- | | |
|--|---|
| <input type="checkbox"/> Pay attention to detail
<input type="checkbox"/> Multi-task
<input type="checkbox"/> Good people skills
<input type="checkbox"/> Cash handling
<input type="checkbox"/> Handle angry members
<input type="checkbox"/> Stand for long periods of time (up to 8 hours) | <input type="checkbox"/> Strong follow-through skills
<input type="checkbox"/> Proficient with computers
<input type="checkbox"/> Problem Solver
<input type="checkbox"/> Quick learner
<input type="checkbox"/> Communicate clearly and professionally |
|--|---|

Please answer the following questions:

1. MCCC has many long and stress filled work days. What makes you believe that you can perform well and excel under these working conditions?

2. MCCC is a service oriented business. What does good service mean to you?

3. Describe a real incident in which you were treated rudely as a customer somewhere. How would you have handled it differently if you had been in the other person's shoes?

4. What experience and knowledge do you expect to gain from working at MCCC?

5. When we check your references, what do you think they will name as your:
 Greatest strength:

 Greatest weakness:

6. As a staff member, what do you expect from your managers and supervisors?

Authorization and Understanding

I understand that Monroe County Community Credit Union (MCCCU) may investigate my work and personal history, including credit and criminal background checks and verify all data given on this Application for Employment, on related papers, reports, and in interviews. This inquiry may include information as to my character, general reputation and personal characteristics, and I consent to the conduct of this inquiry and to the consideration of any statements or references by former employers that are given in response to the inquiry. I authorize all individuals, schools, reporting agencies, and employers named, except as specifically limited on this application, to provide information requested about me, and I release them and Monroe County Community Credit Union from liability for damages in providing this information. I understand and acknowledge that any misrepresentations, omission or incorrect statement of fact can result in rejection of my application or, if hired, immediate discharge.

I certify that the answers on this document are true to the best of my knowledge. I realize that all the information furnished by me is important and the Monroe County Community Credit Union will rely on such information in engaging me and in continuing my employment. I also realize that this information may be verified by Monroe County Community Credit Union and that any misrepresentations of facts may constitute cause for dismissal.

I authorize all current and former employers to release to Monroe County Community Credit Union my complete personnel record including but not limited to, salary history, performance evaluations, disciplinary reports, letters of reprimand, and attendance records. I release from liability all current and former employers, their agents, representatives, employees, officers or directors for providing the above information.

I understand that, if hired, I will be an at-will employee and my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of either Monroe County Community Credit Union or me. I further understand that no supervisor or representative of Monroe County Community Credit Union, other than the President, has any authority to enter into any agreement contrary to the forgoing, and that such agreement must be in writing and signed by the President.

Print Name

Signature

Date

Voluntary Self-Identification Form

The Equal Employment Opportunity Commission (EEOC) requires many organizations, including Monroe County Community Credit Union, to complete an EEO-1 report each year. Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Human Resources or Executives of the credit union.

Name: _____

Date completed: _____

Job applying for: _____

Gender: Male Female

Are you a veteran? Yes No

RACE/ETHNICITY: (Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

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

White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino) A person having origins in any of the original peoples of the 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 Alaska Native (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

Thank you for your participation!
