

# APPLICATION FOR EMPLOYMENT

**IMPORTANT:** Federal and State laws prohibit employment discrimination because of age, sex, race, color, religious creed, national origin or ancestry. Inquiries on this application are made in good faith for non-discriminatory purposes. In completing the application form, PLEASE EXCLUDE any information the character of which indicates the race, color, religious creed, national origin or ancestry of the applicant.

## Applicant Information

Full Name:

*Last*

*First*

*Middle*

Address:

*Street Address*

*Apartment/Unit*

*City*

*State*

*ZIP Code*

Phone: ( )

Best time to contact you is:

Date Available:

Social Security #:

Desired Salary: \$

Per

Position(s) Applied For:

I am available to work: ☐ Full-Time ☐ Part-Time ☐ Temporary (please indicate dates available \_\_\_\_\_ to \_\_\_\_\_)

Are you a citizen on the United States?

☐ Yes

☐ No

If no, are you authorized to work in the U.S?

☐ Yes

☐ No

If you are under 18 years of age, can you provide required proof of eligibility to work?

☐ Yes

☐ No

Have you ever worked for this company?

☐ Yes

☐ No

If yes, when?

Can you travel if the job requires it?

☐ Yes

☐ No

Do any of your friends or relatives work here?

☐ Yes

☐ No

If yes, who?

Do you have any outside duties or responsibilities that may limit you in work?

☐ Yes

☐ No

If yes, explain.

Are you currently employed?

☐ Yes

☐ No

Are you currently on lay-off status and subject to recall?

☐ Yes

☐ No

Have you ever been convicted of a felony?

☐ Yes

☐ No

If yes, state the crime convicted of and date of the conviction:

## Education

High School:

Address:

From:

To:

Did you graduate?

☐ Yes

☐ No

Degree:

College:

Address:

From:

To:

Did you graduate?

☐ Yes

☐ No

Degree:

Other:

Address:

From:

To:

Did you graduate?

☐ Yes

☐ No

Degree:

### References

*Please list three references.*

Full Name:

Relationship:

Company:

Phone: (      )

Address:

Full Name:

Relationship:

Company:

Phone: (      )

Address:

Full Name:

Relationship:

Company:

Phone: (      )

Address:

### Employment Experience

Company:

Phone: (      )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for leaving:

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

Company:

Phone: (      )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for leaving:

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

Company:

Phone: (      )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for leaving:

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

**Additional Information**

**Other Qualifications**

*Summarize special job-related skills and qualifications acquired from employment or other experiences.*

*Describe any job-related training received in the United States Military.*

**Specialized Skills (Check Skills/Equipment Operated)**

- ☐ Terminal   ☐ Spreadsheet   ☐ PC/MAC   ☐ Word Processing   ☐ Typewriter WPM\_\_\_\_\_   ☐ Shorthand WPM\_\_\_\_\_
- ☐ Other (list) \_\_\_\_\_

***State any additional information you feel may be helpful to us in considering your application.***

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied? I hereby confirm that the essential functions of the position applied for have been reviewed with me.

☐ Yes   ☐ No

**Disclaimer and Signature**

**A background check will be performed on each applicant who is considered for employment. This will include, but not limited to, prior employment, personal references, criminal activity, credit checks and bond ability.**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the CEO of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WEE FEDERAL CREDIT UNION  
IS AN EQUAL OPPORTUNITY EMPLOYER**

# **WEE FEDERAL CREDIT UNION**

## **Teller Job Description & Duties**

Provide excellent member service to members regarding daily transactions, addressing inquiries, and problem resolution in accordance with WEE Federal Credit Union policies. Through face to face interactions with members, you will have the opportunity to provide top-notch member service by handling financial transactions accurately and efficiently. Contribute directly to the success of WEE Federal Credit Union by recognizing and uncovering opportunities to make referrals on products and services.

- Deliver superior member service by consistently providing premier member satisfaction with a friendly demeanor, can-do attitude, and willingness to help at all times.
- Develop and retain the member base, greet by/use name, have knowledge of account ownership, and be responsive and timely with correspondence and problem resolution.
- Maintain a position of trust and responsibility by keeping all member business confidential.
- Maintain a balancing and error record that is in line with policy and have the ability to find and correct outages and to enlist help as needed for more difficult errors.
- Demonstrate sound judgment in decision making, abiding appropriately to established guidelines and procedures.
- Continuously increase knowledge and skills through self-motivation, formal education, and in-house training.
- Consistently meet or exceed goals as set by management.
- Maintain a well-developed working knowledge of the complete line of products and services offered.
- Initiate conversations to uncover member needs and be capable of effectively referring members to business partners for the selling and cross-selling credit union products and services to members.

## **Required Skills**

- High school diploma, GED or foreign equivalent required.
- Member service, sales and/or computer experience is strongly preferred.
- Work involves extensive cash handling, which requires ability to perform advanced math functions.
- Work involves contact with the public, necessitating the ability to present a professional image.
- Must be able to work in a team environment with the ability to interact well, and in a positive manner, with co-workers and management.
- Need to have flexibility in scheduling.
- Perform other credit union duties when asked to do so by management.

## **Equal Employment Opportunity**

WEE Federal Credit Union is committed to equal employment opportunity and to providing a work environment free of unlawful discrimination and harassment. WEE Federal Credit Union will not unlawfully discriminate against qualified applicants or employees because of the applicant's or employee's race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, or other basis protected by law.