



EMPLOYMENT APPLICATION

Please fill in all areas requested and sign the application. Applicants or Employees may be tested for illegal substances. We are an Equal Opportunity Employer who does not discriminate on the basis of race, color, age, gender, religion, disability, national origin or any protected class or characteristic. Consistent with the American with Disabilities Act (ADA), please request any accommodation necessary for the application for employment process.

How Did You Hear About Us?

Advertisement
 Relative/Friend
 Inquiry
 Internet
 Other _____

Name: _____ Date: _____

LAST
FIRST
M. INITIAL

Present Address : _____

NUMBER
STREET NAME
CITY
STATE
ZIP

Do you own or rent your current residence? Own Rent

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Position applied for: _____

Essential Functions: The positions of employment at LRRCU require that, at a minimum, all employees be able to:

1. Speak, read, write & understand English,
2. Be able to follow written/oral instructions,
3. Maintain good personal hygiene & grooming habits,
4. Acquire & maintain all required licenses & certifications,
5. Be able to communicate effectively with co-workers and members, including have the ability to hear sufficiently,
6. Be able to stand, sit or walk for long periods,
7. Be able to bend, crawl, stoop,
8. Be able to lift 15 lbs in weight,
9. Have vision correctable to 20/20,
10. Have hearing at normal hearing standards,
11. Have manual dexterity in all 10 fingers, and
12. Be able to effectively operate and see a computer,
13. Have vehicle or other insurance at required levels as the position requires.

Based on the Essential Functions above, do you require “reasonable accommodation” under the ADA in order to perform the work of any of Lancaster Red Rose Credit Union’s positions? If so, what reasonable accommodation?

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? YES or NO

Salary desired: _____ M T W TH F Sat Sun _____

HOURS AVAILABLE

Type of employment: Full-Time or Part-Time Date available to start work: _____

Are you currently on “lay off” status and subject to recall? Yes No

Have you ever applied with LRRCU before? Yes No If yes, for what position/on what date?

Have you ever been fired from another position? Yes No If so, for what Company and why?

Are you 18 years of age? Yes No

Are you a U.S. Citizen? Yes No
 Are you legally eligible to work in the U.S.? Yes No
 Do you currently have any licenses or certifications in PA? Yes No Please list them: _____

EDUCATION

Type of School	Name of School	Address	Years Completed	Major/Degree

HAVE YOU EVER BEEN CHARGED WITH A FELONY, MISDEMEANOR OR ANY CRIMINAL OFFENSE: NO YES
 HAVE YOU EVER BEEN CONVICTED OF A FELONY, MISDEMEANOR OR ANY CRIMINAL OFFENSE: NO YES
 If the answer is yes, please explain the offenses charged or convicted, the date, the sentence imposed, and/or other pertinent information. _____

If you have been charged or convicted of or have pleaded guilty to any felony or misdemeanor in the last seven years, please note: Other factors will be taken into account such as the nature of the offense as it relates to the job, the time that has passed since the charge/conviction & the type of job being sought. Further, this information will be used only to the extent permitted by applicable law.

Specialized Skills: PC/MAC QuickBooks Spreadsheet Other: _____

WORK EXPERIENCE

PLEASE FILL IN ALL AREAS REQUESTED

Employer Name, Address & Telephone	Name of Supervisor	Employment Dates	Salary
	Position Title & Duties		

Reason for leaving (specifically)

Employer Name, Address & Telephone	Name of Supervisor	Employment Dates	Salary
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Reason for leaving (specifically)

May we contact your present employer? YES NO (If not, please tell us why?)

Did you complete this application yourself? YES NO If not, name of person who did: _____

Have you ever been in the U.S. Armed Forces? YES NO
 If so, please list the branch, your dates of service, your rank and your duties:

If discharged from the U.S. Armed Forces, were you honorably discharged? YES NO If no, please explain:

REFERENCES

LIST THE INFORMATION FOR THREE (3) REFERENCES FOR PERSONS NOT RELATED TO YOU WHOM YOU HAVE REPORTED OR HAVE BEEN IN A POSITION OF AUTHORITY OVER YOU FOR AT LEAST 1 YEAR.

Name	Phone Number	E-mail Address	Relationship	Job Title of Reference

DRIVER'S LICENSE INFORMATION

Do you have a current, valid driver's license? YES NO If other than PA license, put State: _____
 Has your driver's license ever been suspended: YES NO If yes, please explain? _____

Driver's License No.	State Issued	Expiration Date	Class

Do you have valid vehicle insurance? YES NO If yes, name of insurer: _____
 Policy number of insurer: _____

Have you had any motor vehicle accidents in the last three (3) years? YES NO How Many: _____

Please describe the circumstances and if you were cited as a result: _____

Have you had any moving violation in the last three (3) years? YES NO If yes, how many: _____

I certify that the facts contained in this employment application are true, complete and correct to the best of my knowledge. I understand that any false information, omission or misrepresentation may be cause for refusal to hire or termination, or if I have been employed by Lancaster Red Rose Credit Union, no matter on what date discovered by LRRCU, my employment may be terminated at the time such is discovered.

I authorize LRRCU to contact my references to obtain information about myself and my character. I further authorize LRRCU to thoroughly investigate and perform background/criminal background/credit checks as necessary to obtain information regarding my employment history, my educational history, character, and any other necessary information in order to determine my suitability for employment with LRRCU. I authorize and agree that LRRCU may ask me to participate in a Drug & Alcohol test and physical examinations/tests if a job offer is made and that any employment is contingent upon satisfactory completion of the test and examination.

I understand and agree that nothing contained in this application, or conveyed during interview, is intended to create an employment contract, unless a contract is memorialized in writing and signed by all relevant parties. I understand and agree that, if hired, my employment is "at will" and without fixed term, and may be terminated at any time, with or without cause or prior notice, at the option of either myself or LRRCU.

I understand that completing this form does not indicate that there is a position open and does not obligate LRRCU to hire. If hired, I agree to abide by all LRRCU work rules, policies and procedures. LRRCU retains the right to revise its policies or procedures, in whole or in part, at any time.

DATE: _____ **SIGNATURE OF APPLICANT:** _____