



RAILWAY CREDIT UNION

Application for Employment

1006 E Main Street Mandan, ND 58554 701-667-9500

Name:

Phone:

Last, First, Middle Initial

Day

Address:

Night

Street

Cell

City State Zip

Position Desired:

Starting Salary Required:

Availability:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Are you interested in: _____ Full-Time _____ Part-Time _____ Seasonal

Would you also expect to work elsewhere? _____ Yes _____ No

Preferred # of hours per week: _____ If accepted, when can you start? _____

Are you related to a Railway Credit Union employee or board member? _____ Yes _____ No

If yes, please give name and relationship: _____

Are you related to any local Union Leaders or Union Members? _____ Yes _____ No

If yes, please list their place of employment _____

How did you hear about the position? _____

Do you have the legal right to remain and work in the United States? _____ Yes _____ No

Have you ever been convicted of any criminal offense? _____ Yes _____ No

If yes, please explain: _____

Have you worked under another name in the past ten years? _____ Yes _____ No

If yes, what other name: _____

Employment

List below all present and past employers beginning with your most recent.

Company Name (Address and Phone Number)

Title and Description of the work you did:

Starting Salary: \$ _____

From (Mo. / Year): _____

Ending Salary: \$ _____

To (Mo. /Year): _____

Name of Supervisor(s):

Reason for Leaving:

Company Name (Address and Phone Number)

Title and Description of the work you did:

Starting Salary: \$ _____

From (Mo. / Year): _____

Ending Salary: \$ _____

To (Mo. /Year): _____

Name of Supervisor(s):

Reason for Leaving:

Company Name (Address and Phone Number)

Title and Description of the work you did:

Starting Salary: \$ _____

From (Mo. / Year): _____

Ending Salary: \$ _____

To (Mo. /Year): _____

Name of Supervisor(s):

Reason for Leaving:

May we contact employers listed above? Yes No _____

If no, indicate which one(s) you do not wish us to contact.

Additional Experience or Qualifications: _____

Explain any gaps in work history: _____

Skills

Indicate your skills and abilities in the following areas, if applicable to the position in which you are applying

Proficiency Level (5 = Excellent ; 1 = Poor)

Examples: Adding machine, multi-line phone, PC, Mac, Windows, Microsoft Office, Adobe

Equipment Operated: _____

Computers Operated: _____

Software Operated: _____

Education

High School (Name and Address):

Years Completed: _____

Did you graduate? Yes No

GPA: _____

College or University (Name and Address):

Years Completed: _____

Did you graduate? Yes No

GPA: _____

Course of Study (Major/Minor):

List Degree or Certificate

Other (Name and Address):

Years Completed: _____

Did you graduate? Yes No

GPA: _____

Are you attending school or taking courses now? Yes No _____

If yes, please list where you are attending.

List Scholastic Honors: _____

References

Please do not refer to previous employer or relatives

Reference #1

Reference #2

Reference #3

Name: _____

Occupation: _____

Phone Number: _____

PLEASE READ CAREFULLY BEFORE SIGNING

All qualified applicants will receive consideration for employment without regard to age, race, religion, sex, marital status, color, national origin, disability, veteran status or any other status protected under local, state or federal laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Railway Credit Union does not guarantee a job interview or offer of employment.

I voluntarily grant Railway Credit Union the right to investigate the statements made in this application as well as other job-related information and activities. I also authorize my previous employers to supply my employment record, in confidence, in whole or in part, to Railway Credit Union.

I understand that the employment for which I am applying is not guaranteed for any particular length of time and that either Railway Credit Union or I remain free to terminate the relationship at any time.

I am acknowledging notification that smoking is prohibited within twenty feet of entrances, exits, drive-up windows, and in Railway Credit Union properties including Railway Credit Union owned vehicles.

I certify that the statements I have made on this application are true. I understand that falsification of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

Applicant's Signature

Date Signed