



501 North Main
PO Box 70
Westby, WI 54667
(608) 634-3118

2403 Hwy 14 East
PO Box 110
Richland Center, WI 53581
(608) 647-8835

105 Randy Rd.
PO Box 189
Cashton, WI 54619
(608) 654-7580

502 Central Avenue
PO Box 400
Coon Valley, WI 54623
(608) 452-2444

1302 North Main
PO Box 228
Viroqua, WI 54665
(608) 637-6200

820 Viking Drive
PO Box 550
Reedsburg, WI 53959
(608) 768-9228

70 Commerce St.
PO Box 190
Lake Delton, WI 53940
(608) 678-4000

1333 South Blvd.
PO Box 730
Baraboo, WI 53913
(608) 356-5500

1001 U.S. Highway 14 W
PO Box 110
Richland Center, WI 53581
(608) 647-3241

Application For Employment

Westby Co-op Credit Union (WCCU) is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation, or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitation, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be employed. Please contact our Human Resource department if you need an accommodation to participate in the application process.

APPLICANT INFORMATION

Name (First, Middle Initial, Last): _____

Address: _____

Street Address

City, State, Zip

Primary Phone Number:

E-mail Address:

Preferred method of Contact:

Phone

Email

(Include Area Code)

Position Applied For: _____ Office/Location: _____

Type of Work Desired:

Full Time

Part Time

Temporary

Date Available to Start Work: _____

REFERENCES

Please list 3 individuals who are not relatives and are **not** listed on page 3 as Supervisors.

Name

Email Address

Phone #

Occupation

(1) _____

(2) _____

(3) _____



(Applicant's Name)

EDUCATIONAL HISTORY

High School: _____ **Location:** _____

Did you graduate? Yes No **Degree/Diploma/Certificate:** _____

Highest Grade Level Completed: _____

Technical/Vocation: _____ **Location:** _____

Did you graduate? Yes No **Degree/Diploma/Certificate:** _____

Major Course(s) of Study: _____

College/Grad. School: _____ **Location:** _____

Did you graduate? Yes No **Degree/Diploma/Certificate:** _____

Major Course(s) of Study: _____

Military Branch: _____ **Dates of Service:** _____

Specialized Training Received: _____

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated:

Some people gain JOB-RELATED EXPERIENCE & SKILLS in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic organization, or a manager may gain experience while working on civic projects. *Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application.* (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.



(Applicant's Name)

EMPLOYMENT HISTORY

PRESENT & FORMER EMPLOYERS (List Present or Most Recent First). Attach additional sheet of paper if necessary.

(1) Company: _____ Dates of Employment: _____

Address, City, State, Zip: _____

Supervisor: _____ May we contact? Yes No

Supervisor Phone Number & Email: _____

Your name when employed (if different from present): _____

Job Title & Duties: _____

Reason for Leaving: _____ Final Salary: \$ _____ per _____

(2) Company: _____ Dates of Employment: _____

Address, City, State, Zip: _____

Supervisor: _____ May we contact? Yes No

Supervisor Phone Number & Email: _____

Your name when employed (if different from present): _____

Job Title & Duties: _____

Reason for Leaving: _____ Final Salary: \$ _____ per _____

(3) Company: _____ Dates of Employment: _____

Address, City, State, Zip: _____

Supervisor: _____ May we contact? Yes No

Supervisor Phone Number & Email: _____

Your name when employed (if different from present): _____

Job Title & Duties: _____

Reason for Leaving: _____ Final Salary: \$ _____ per _____

Please account for any time you were not employed after leaving school in the past ten years.
(You need not list any unemployment periods of one month or less.)

Time Period(s)

Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet of paper.



(Applicant's Name)

1. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and state your name while employed if different from present name: Yes No

2. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain: Yes No

3. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: Yes No

4. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain: Yes No

5. Have you been convicted of a felony, or released from prison in the past 7 years? (Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered.) If yes, please explain: Yes No

6. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? (Note: A yes answer will not automatically disqualify you from employment.) If yes, please explain: Yes No

IMPORTANT

Please read carefully and initial each paragraph before signing.

(Initials) By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Westby Co-op Credit Union if discovered at a later date. I agree to immediately notify Westby Co-op Credit Union if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

(Initials) I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Westby Co-op Credit Union in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

(Initials) I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Westby Co-op Credit Union. I understand that if employed and my employment is terminated by Westby Co-op Credit Union for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

(Initials) I understand that consideration for employment in this position is contingent upon the results of a consumer credit report. I acknowledge that I have applied for employment at Westby Co-op Credit Union and therefore this Credit Union may pull a consumer credit report through any credit bureau. I understand that their employment policy requires that a credit check will be done on all potential employees before an valid employment offer is accepted. It is further understood that Westby Co-op Credit Union looks at credit as an integral part of the criteria for employment and if I am refused employment based on information gathered from this credit check that the required disclosures will be made to me in a proper and timely manner.

(Initials) I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time.

Signed: _____ Date: _____

WESTBY CO-OP CREDIT UNION -- AFFIRMATIVE ACTION SURVEY

(CONFIDENTIAL – FOR STATISTICAL USE ONLY)

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting. *Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired.* We appreciate your cooperation. Please return Affirmative Action Survey to Westby Co-op Credit Union Human Resources.

PLEASE COMPLETE IN FULL:

Position Applied For: _____ Office/Location: _____ Date: _____

Please identify how you learned about the employment opportunity with this Credit Union. (Check all that apply.)

- Newspaper Ad Tech School or College Placement Employee Referral Facebook/Social Media
 Radio State Employment Service WCCU Website Other: _____

Sex: Male Female Zip Code: _____

ETHNIC GROUP: (Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- Black or African American** – A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American”.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic or Latino (All Races)** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Race Missing or Unknown** – Applies to **Applicants only** where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

VETERAN AND DISABILITY STATUS:

A complete list of qualifying military engagements is available online at <http://www.opm.gov/veterans/html/vqmedal2.htm>.

- An Individual with a Disability** - An “individual with a disability” is defined as a person who (1) has a physical or mental impairment which substantially limits one for more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.
- A Disabled Veteran** - A “disabled veteran” is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability, or (iii) a person who was discharged or released from active duty because of a service-oriented disability.
- A Veteran of the Vietnam Era** - A “veteran of the Vietnam Era” is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The “Vietnam Era” is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.
- Other Protected Veteran** - “Other protected veteran” is defined as a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been author active wartime or campaign badge Veteran.