



APPLICATION FOR EMPLOYMENT

It is the policy of The Ohio Educational Credit Union to recruit, hire and promote for all job classifications on the basis of merit, qualifications and competence. This applies to all categories of employment. No aspect of employment shall be influenced by race, color, national origin, religion, sex, age or a qualified mental/physical disability.

PLEASE PROVIDE ALL REQUESTED INFORMATION TO ENSURE CONSIDERATION OF YOUR APPLICATION

PERSONAL DATA

Name _____ Date _____

Address (Number, Street Name, Apt. #) _____

City _____ State _____ Zip _____

Age if under 18: _____ Social Security Number _____ Home Phone () _____

Have you been previously employed or attended school under another name? YES NO
If YES, under what name(s) are your records: _____

Have you ever been convicted of any crime under civilian or military law other than minor traffic violations? Yes No
If YES, please list date, place and nature of each offense (such conviction will not necessarily exclude the applicant from all employment categories): _____

POSITION DESIRED

Position/Job Title _____ Date Available _____

Availability (Check all that apply):
Full-time Part-time PRN(as needed) Temporary Days Evenings Weekends

Have you ever been employed with The Ohio Educational Credit Union?
YES NO If yes, when and in what position _____

Have you ever applied at The Ohio Educational Credit Union before?
YES NO If yes, when? _____

Can you furnish proof that you are either a US Citizen or otherwise legally permitted to work in the United States?
YES NO

EMERGENCY NOTIFICATION

Name _____ Relationship _____ Phone () _____

Address (Number, Street Name, Apt. #) _____

City _____ State _____ Zip _____

ACQUAINTANCES AND/OR RELATIVES EMPLOYED/ASSOCIATED WITH THE OHIO EDUCATIONAL CREDIT UNION

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

Name _____ Relationship _____ Department _____

EDUCATIONAL RECORD

Please Circle One

Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12

TYPE OF SCHOOL	NAME & LOCATION	DID YOU GRADUATE? (Yes or No)	MAJOR/DEGREE
High School			
Junior College			
College/University			
Business/Trade School			
Other			

SKILLS/TRAINING

Other Skills or Training Not Listed Above:

COMPUTER SKILLS (Check applicable boxes and include software title and years of experience)

Word Processing _____ Years: _____
 Internet _____ Years: _____

Spreadsheet _____ Years: _____
 E-Mail _____ Years: _____

Presentation _____ Years: _____
 Other _____ Years: _____

LICENSED/CERTIFIED POSITIONS

Are you licensed or certified in your profession/occupations?

 YES NO

If yes, in which states?

If you are not licensed in OHIO – have you applied?

 YES NO

If yes, what is the status of your application?

OHIO License or Registration Number

Expiration Date

Additional Certification Information:

WORK HISTORY (Must be completed)**List most recent first (For Past 10 Years)****1. Employer's (Company) Name**

Phone ()

Address (Number, Street, City, State, Zip)

Job Title

Name of Immediate Supervisor

Duties

Employment Dates:

From(month/year)

To(month/year)

Salary:

Status:

 Full-time Part-time Other _____

Reason for Leaving:

2. Employer's (Company) Name

Phone ()

Address (Number, Street, City, State, Zip)

Job Title

Name of Immediate Supervisor

Duties

Employment Dates:

From(month/year)

To(month/year)

Salary:

Status:

 Full-time Part-time Other _____

Reason for Leaving

3. Employer's (Company) Name

Phone ()

Address (Number, Street, City, State, Zip)

Job Title

Name of Immediate Supervisor

Duties

Employment Dates:

From(month/year)

To(month/year)

Salary:

Status:

Full-time Part-time

Other _____

Reason for Leaving

4. Employer's (Company) Name

Phone ()

Address (Number, Street, City, State, Zip)

Job Title

Name of Immediate Supervisor

Duties

Employment Dates:

From(month/year)

To(month/year)

Salary:

Status:

Full-time Part-time

Other _____

Reason for Leaving

5. Employer's (Company) Name

Phone ()

Address (Number, Street, City, State, Zip)

Job Title

Name of Immediate Supervisor

Duties

Employment Dates:

From(month/year)

To(month/year)

Salary:

Status:

Full-time Part-time

Other _____

Reason for Leaving

Have you ever been terminated or asked to resign from a position?

YES NO

If "YES" please explain:

Please explain any gaps in your work history (reasons other than personal illness/injury or disability):

PLEASE PROVIDE ALL REQUESTED INFORMATION TO ENSURE CONSIDERATION OF YOUR APPLICATION

APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT APPLICATION

I certify that all information I have supplied in this application and any other form, oral or written is true and accurate. I agree that any misstated, misleading, incomplete or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment or immediate discharge without recourse, whenever and however discovered.

I authorize **The Ohio Educational Credit Union** ("OECU") to use all legal means at its disposal to assess my suitability for employment. I understand and agree that OECU, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent or person may have. I specifically authorize this disclosure and agree to hold all such corporations, agents or persons harmless for same. That is, I will not file a lawsuit, claim or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.

If I am hired, I agree to abide by all rules and regulations of OECU. I also understand that nothing in this employment application creates a contract of employment between myself and OECU. If I am hired by OECU, my employment and compensation are "at-will" which means that my employment may be terminated, either by me or by OECU with or without notice or cause. I understand that no representative of OECU other than the CEO has authority to enter into any agreement for employment for a specific period of time or to make any agreement contrary to the foregoing.

I understand and agree with the fact the OECU maintains a drug-free workplace, that maintenance of the same is essential to the safety of the employees, members and visitors. I further understand that I will be required to undergo a comprehensive drug screen. I also understand and agree that I may be subject to such testing during the course of my employment (for cause testing). I understand that, subject to applicable law, that OECU will be the sole judge of the acceptability of any test results. Failure to sign a consent form or cooperate with the testing will result in termination of the hiring process or if already employed, termination of employment.

If hired, I consent to the submission of a request for complete background investigation including criminal records and a credit check.

I understand that OECU is a smoke-free environment. Smoking is prohibited by employees, members and visitors throughout the interior and exterior premises.

I understand and agree that work schedules and requirements may vary. While OECU will make reasonable efforts to maintain a consistent work schedule I may be required to work overtime, weekends or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.

I understand that OECU does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application will remain active and on file with OECU for six months.

Signature of Applicant

Date

Are you presently employed? YES NO

May we contact your present employer? YES NO

The State Legislature has enacted Section 4113.71 of the Ohio Revised Code ("ORC") (the "ACT") in order to confer a qualified immunity upon employers who disclose job performance information to prospective employers of current **or** former employees. In particular, the Act provides that an employer who discloses requested information to a prospective employer is not liable for damages in a civil action to that employee, the prospective employer and any other person "for harm sustained as a proximate result of making the disclosure or of any information".

The Ohio Educational Credit Union

Employment References

Please provide three professional references.

Reference Name: _____

Company Name: _____

Phone Number: _____

Address: _____
Street City State Zip

Relationship: Manager Co-worker Other: _____

Reference Name: _____

Company Name: _____

Phone Number: _____

Address: _____
Street City State Zip

Relationship: Manager Co-worker Other: _____

Reference Name: _____

Company Name: _____

Phone Number: _____

Address: _____
Street City State Zip

Relationship: Manager Co-worker Other: _____

Para información en español, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N. W., Washington, D. C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or www.optoutprescreen.com.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051