



EMPLOYMENT APPLICATION

BlueOx Credit Union is an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, citizenship, height, weight, marital status, disability, age, or any other legally-protected status. BlueOx Credit Union will provide reasonable accommodations to applicants with qualified disabilities in order to for apply for a position.

ANSWER ALL QUESTIONS - PRINT CLEARLY

PERSONAL

Name _____
Last First Middle

Date of Application _____

Address: _____
Number Street
State Zip Code City

Home Phone (____) _____

Business Phone (____) _____

Email address: _____

Are you 18 years old or older? Yes ☐ No ☐

Have you ever been covered by a surety bond?

Yes ☐ No ☐

Are you legally eligible to work in the USA
for any U.S. employer?..... Yes ☐ No ☐

Have you ever been denied a surety bond or had such coverage
revoked?

Yes ☐ No ☐

If offered employment, you will be required to provide
documentation to verify eligibility.

If yes to either, state dates and reasons:

Have you filed an application here before?

Yes ☐ No ☐

If yes, date(s) _____

Have you been employed here before?

Yes ☐ No ☐

If yes, date(s) _____

If yes, name under which employed, if different _____

Previous position _____

Reason for leaving _____

List any friends or relatives, other than a spouse, already employed here. _____

Are your employment or school records listed under another name? _____

EMPLOYMENT DESIRED

Position(s) applied for (please be specific. Do not say "any"):

Kind of work sought: Full-time ☐ Part-time ☐ Other ☐

Expected Pay _____ Date you can start _____

Please indicate experience and skills that relate to the position(s) applied for:

EDUCATION

| | No. yrs. Completed | Did you Graduate | List Diploma or Degree |
|--|-----------------------|---------------------|---------------------------|
| High School _____ <small>Name and Address</small> | _____ | _____ | _____ |
| College _____ <small>Name and Address</small> | _____ | _____ | _____ |
| Other (specify) _____ <small>Name and Address</small> | _____ | _____ | _____ |

PROFESSIONAL LICENSES/CERTIFICATIONS

| Type | Organization or State | Date | Number | Verification |
|-------|-----------------------|-------|--------|--------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

PAST AND PRESENT EMPLOYERS

List below all present and past employment, beginning with your most recent, or attach resume.

1. _____ From _____ To _____
Name and Address of Company Mo/Yr Mo/Yr

_____ Hourly Rate/Salary _____
Type of Business and Phone Number Starting Ending

Describe the work you did

Reason for Leaving

Supervisor's Name

2. _____ From _____ To _____
Name and Address of Company Mo/Yr Mo/Yr

_____ Hourly Rate/Salary _____
Type of Business and Phone Number Starting Ending

Describe the work you did

Reason for Leaving _____ Supervisor's Name _____

3. _____ From _____ To _____
Name and Address of Company Mo/Yr Mo/Yr

_____ Hourly Rate/Salary _____
Type of Business and Phone Number Starting Ending

Describe the work you did

Reason for Leaving _____ Supervisor's Name _____

4. _____ From _____ To _____
Name and Address of Company Mo/Yr Mo/Yr

_____ Hourly Rate/Salary _____
Type of Business and Phone Number Starting Ending

Describe the work you did

Reason for Leaving _____ Supervisor's Name _____

You must attach a separate sheet if you have been employed by any employer not listed above.

May we contact your current employer? Yes ☐ No ☐

May we contact past employers listed? Yes ☐ No ☐

If not, please indicate the one(s) that you do not want us to contact.

Have you ever been discharged or asked to resign from any position? Yes ☐ No ☐

If yes, please explain.

MILITARY

Have you had any experience in the Armed Forces of the United States?

Yes ☐ No ☐

If yes, what branch? _____

Discharge date: _____ Rank at discharge? _____ List any
special training: _____

REFERENCES

(Do not list relatives or former employers)

- | | | | | |
|----|-------|---------|-------|-----------------|
| 1. | _____ | _____ | _____ | _____ |
| | Name | Address | Phone | No. Years Known |
| 2. | _____ | _____ | _____ | _____ |
| | Name | Address | Phone | No. Years Known |
| 3. | _____ | _____ | _____ | _____ |
| | Name | Address | Phone | No. Years Known |

How did you hear of an open position here? _____

ACCOMMODATION OF DISABILITY

Can you perform the essential job functions of the position(s) for which you are applying, with or without reasonable accommodation?

Yes ☐ No ☐

Please describe the accommodation, if any, that you believe is needed:

EMERGENCY CONTACT

Name and address of person to be notified in case of emergency or accident:

Name Address Phone

CRIMINAL RECORD

Have you ever been convicted of or have pleaded “no contest,” “nolo contendere,” or “guilty” to a crime (felony or misdemeanor), including a criminal or vehicular misdemeanor or felony, driving under the influence of alcohol or drugs, or military court martial, but excluding minor traffic offenses, such as, for example, traffic tickets, that has not been judicially ordered sealed or expunged or statutorily eradicated?

Yes ☐ No ☐

If yes, when, where, nature of offense, and sentence:

(A conviction will not automatically bar you from employment. Each conviction will be evaluated on its own merits with respect to the offense, the date of the conviction, and the sentence imposed. All circumstances will be considered, including your age at the time of the offense, the date of the offense, the seriousness of the offense, and the job for which you are applying.)

Are there any felony charges currently pending against you?

Yes ☐ No ☐

APPLICANT'S AUTHORIZATION AND ACKNOWLEDGMENT OF CONDITIONS

Please read carefully, initial each paragraph, and sign below.

TRUTHFULNESS OF INFORMATION

I certify that the answers given by me on this application are true, correct and complete, to the best of my knowledge. I understand that any misstatement, misrepresentation, or omission of facts on this application or any documents used to obtain employment may result in rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery of the misstatement or omission. I further certify that I, the applicant, have personally completed this application.

Initials _____

AUTHORIZATION OF DISCLOSURES

I authorize BlueOx to investigate my references, prior employment, work record, education and other matters related to my suitability for employment and, further, authorize the references that I have listed, all prior employers, and all educational institutions attended, to disclose to BlueOx any letters, reports, and other information related to my records, including, but not limited to, my performance reviews and evaluations, discipline, commendations, awards, and all other employment information, without giving me prior notice of such disclosure. I understand and agree that they may express their opinions about me and my past or future performance. By providing this page of the application to the references, prior employers, and educational institutions attended, I release them, and their employees, managers, executives, board members, agents, or other representatives, to the fullest extent permitted by law, from any claims and liabilities for providing BlueOx with all information, and I release BlueOx and its employees, managers, executives, board members, agents or other representatives, to the fullest extent permitted by law, from any and all claims, and liabilities that may result from any use or disclosure of such information by BlueOx or any of its employees, managers, executives, board members, agents, or other representatives.

Initials _____

AT-WILL EMPLOYMENT

If hired, I agree that BlueOx Credit Union can terminate my employment and compensation at its will for any reason or no reason, except an illegal reason, with or without cause, at any time, with or without advance notice or warning, and that BlueOx's decision is not subject to review outside BlueOx (except as may be provided by applicable statute). I understand and agree that no employee, manager, executive, agent, board member, or any other representative of BlueOx, other than the President/CEO, has authority to enter into any agreement for employment for any specified period of time or terminable for cause or to make any oral or written representation or agreement or to establish any practice of contrary to at-will nature of my employment relationship with BlueOx. I further understand and agree that only an agreement in writing expressly for the purpose of modifying the at-will nature of my employment and signed by me and the President/CEO of BlueOx can modify the at-will nature of my employment. I understand and agree that no other oral or written statement, policy, or practice and no provision of BlueOx's employee handbook can change the at-will nature of my employment.

Initials _____

I understand and agree that, by signing this application, I would be accepting employment, if hired, on the terms set forth in this application and that my acceptance of such employment would supersede, revoke, cancel, and negate any prior statements, agreements, practices, policies, and representations, oral or written, if any, that BlueOx would employ me on any terms other than the terms set forth in this application.

Initials _____

LIMITATIONS ON LITIGATION

In consideration of my employment, if hired, I agree:

1. That any controversy or claim arising out of this application or my employment with BlueOx, or the termination of that employment, including, but not limited to, any claim of discrimination, retaliation or harassment or any other any claim under any state or federal civil rights statute or common law, shall be settled solely by arbitration in the County of Calhoun, State of Michigan, in accordance with the rules of the American Arbitration Association then pertaining. The decision of the Arbitrator shall be final and binding and neither party shall have any right of appeal therefrom. Judgment upon the award rendered by the Arbitrator may be entered in the Circuit Court for the County of Calhoun.

2. The demand for arbitration must be submitted, in writing, to the Credit Union and to the American Arbitration Association at 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043. The demand must be received by the American Arbitration Association within one hundred eighty (180) days after the alleged violation, misconduct, breach or incident which gives rise to the request for arbitration. Failure to file the demand with the American Arbitration Association within the said one hundred eighty (180) day time period shall constitute a full and complete waiver of the claim, and a complete waiver of any right to compensation, benefits or damages. If the written demand for arbitration is not filed within the said one hundred eighty (180) day period, it is forever barred. The parties shall bear their own attorney's fees associated with the arbitration except as otherwise provided by paragraph 2 of this Agreement.

3. I am waiving my right to adjudicate claims against the credit union in court, and that i am opting instead to arbitrate any such claims.

Initials _____

DOCUMENTATION AND CERTIFICATION OF AUTHORIZATION TO WORK IN USA

I certify that I am legally authorized to work in the United States for any U.S. employer. I understand that any offer of employment is conditional upon my ability to provide documents required by the Immigration Reform and Control Act of 1986 proving both my identity and authorization to work in the United States, and that failure to provide documents proving both my identity and authorization to work in the United States, and that failure to provide those documents will result in revocation of the offer or the termination of employment. I certify that I am able to provide documents that demonstrate my identity and work authorization and that I will assist BlueOx in completing Form I-9 Employer Verification.

Initials _____

Signature

Date