



# EMPLOYMENT APPLICATION

## TEXAS TECH FEDERAL CREDIT UNION



**APPLICATION FOR EMPLOYMENT**

POSITION APPLIED FOR	DATE OF APPLICATION
REFERRAL SOURCE	NAME OF REFERRAL SOURCE

**EQUAL OPPORTUNITY EMPLOYER**

The Texas Tech Federal Credit Union does not discriminate in any employment practice on the basis of race, color, religion, sex (including gender identity, sexual orientation, or pregnancy), national origin, age (40 or older), disability, or genetic information. No question on this application is intended to obtain information which could be of a discriminatory nature.

**PERSONAL INFORMATION**

FULL NAME	PHONE
ADDRESS	
EMAIL	

YES	NO	
		Have you previously been employed by TTCU? If Yes, when?
		Have you ever applied for employment with TTCU before? If Yes, when?
		Are you legally eligible to work in the United States?
		Are you currently employed?
		Have you ever been bonded?
		Have you ever been convicted of a felony? If Yes, please explain: _____
		Have you served in the U.S. Armed Forces? If Yes, what branch? _____
		Are you available to work:      Full Time      Part Time
		What is your desired salary range? _____
		If any employment offer were made, on what date would you be available for work? _____



**EMPLOYMENT RECORD – #1 (MOST RECENT)**

NAME OF COMPANY			
ADDRESS			
SUPERVISOR NAME			PHONE
FROM (MONTH, YEAR)	TO (MONTH, YEAR)	STARTING SALARY	ENDING SALARY
POSITION HELD/JOB DUTIES/REASON FOR LEAVING			

**EMPLOYMENT RECORD – #2**

NAME OF COMPANY			
ADDRESS			
SUPERVISOR NAME			PHONE
FROM (MONTH, YEAR)	TO (MONTH, YEAR)	STARTING SALARY	ENDING SALARY
POSITION HELD/JOB DUTIES/REASON FOR LEAVING			



### EMPLOYMENT RECORD – #3

NAME OF COMPANY			
ADDRESS			
SUPERVISOR NAME		PHONE	
FROM (MONTH, YEAR)	TO (MONTH, YEAR)	STARTING SALARY	ENDING SALARY
POSITION HELD/JOB DUTIES/REASON FOR LEAVING			

### STATEMENT

By signing below, I give permission for Texas Tech Federal Credit Union representatives to contact the employers listed above regarding my prior experience.

Please list any employers you prefer not to be contacted:


APPLICANT PRINTED NAME

DATE SIGNED

APPLICANT SIGNATURE (NO ELECTRONIC SIGNATURES)



**EDUCATION RECORD (ADVANCED OR SPECIALIZED DEGREE)**

SCHOOL NAME		
ADDRESS		
FIELD OF STUDY		LIST DIPLOMA OR DEGREE
START DATE	END DATE	LAST YEAR COMPLETED

**EDUCATION RECORD (COLLEGE OR TRADE SCHOOL)**

SCHOOL NAME		
ADDRESS		
FIELD OF STUDY		LIST DIPLOMA OR DEGREE
START DATE	END DATE	LAST YEAR COMPLETED

**EDUCATION RECORD (HIGH SCHOOL)**

SCHOOL NAME		
ADDRESS		
FIELD OF STUDY		LIST DIPLOMA OR DEGREE
START DATE	END DATE	LAST YEAR COMPLETED



## SPECIALIZED SKILLS OR TRAINING

1) What skill sets or strengths do you possess that uniquely qualify you for the TTCU position for which you are applying?

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2) What special training do you have that may be related to the TTCU position for which you are applying?

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3) Do you speak, read, and/or write any foreign languages? Please list the language and explain how fluent you are.

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## COMPANY CULTURE

1) Our vision statement is "Meet Needs, Create Value". How do you feel you could achieve this vision in the position you are applying for?

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2) Our mission statement is "Provide financial services that benefit our members' lives". Why do you think this mission is important?

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3) Our values are Trust, Respect, Excellence, Kindness, and Stewardship (TREKS). Why do you think these values are important for employees of a financial institution?

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Please list three references of persons not related to you whom you have known at least one year.

PERSONAL REFERENCE		
NAME		PHONE
YEARS KNOWN	COMPANY	TITLE

PERSONAL REFERENCE		
NAME		PHONE
YEARS KNOWN	COMPANY	TITLE

PERSONAL REFERENCE		
NAME		PHONE
YEARS KNOWN	COMPANY	TITLE

PLEASE LIST ANY SPECIAL ACCOMPLISHMENTS OR AWARDS RECEIVED		
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## AUTHORIZATION AND CERTIFICATION

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this application for employment and accompanying resume, if applicable, is true and complete to the best of my knowledge. I authorize the Texas Tech Federal Credit Union ("Credit Union") to investigate all statements in this application and to obtain any necessary information from all my employers, references, and academic institutions. I authorize the Credit Union to investigate criminal court records, and as a result, I will be requested to complete an Authorization to Obtain Consumer and Investigative Consumer Report form. I also authorize, whether listed or not, any person, school, current employer, past employer, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I further agree that I shall not hold the Credit Union or any individual, agency, corporation, or association liable for damages, if any, resulting from the investigation and disclosure of information concerning the questions asked in this application, the information contained in an accompanying resume, or information received any investigative consumer report, credit report, or background check report.

I understand that any employment offer is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. Because of the amendments to the Fair Credit Reporting Act in 1997, I understand that extra procedures are required of the Credit Union. Thus, I will be notified as to those procedures if my application for employment necessitates a credit report. I further understand that any false information, misleading statements, or omission of facts will be sufficient cause for rejection of my application if the Credit Union has not employed me and for immediate dismissal if the Credit Union has employed me.

In the event of my employment with the Credit Union, I agree to comply with all rules, regulations, and policies as set forth in the Credit Union's policy manual or other communications distributed by the Credit Union.

I understand that nothing in this employment application, in the Credit Union's policy statement or personnel guidelines, or in my communications with any Credit Union official is intended to create an employment contract between the Credit Union and me. I also understand that the Credit Union has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that the Credit Union employs individuals on an "at-will" basis and that this is not subject to any change. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Credit Union retains the right to terminate my employment at any time for any reason.

While applications are kept on file for up to one (1) year, I understand that this application will only be available for consideration for sixty (60) days from the date of application. Should I desire to be considered for employment after that sixty (60) day time period, I agree to complete and submit a new application of employment.

I acknowledge that I have read and understand the preceding statements.

FULL NAME

DATE

SIGNATURE (NO ELECTRONIC SIGNATURES)

### AN EQUAL OPPORTUNITY EMPLOYER

The Texas Tech Federal Credit Union does not discriminate in any employment practice on the basis of race, color, religion, sex (including gender identity, sexual orientation, or pregnancy), national origin, age (40 or older), disability, or genetic information. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.





**APPLICANT – PLEASE KEEP FOR YOUR RECORDS**

**TEXAS TECH FEDERAL CREDIT UNION  
LUBBOCK, TX**

**CONSUMER REPORT AND INVESTIGATIVE  
CONSUMER REPORT DISCLOSURE**

The Texas Tech Federal Credit Union may obtain a “consumer report” including but not limited to your personal background and credit information through credit agencies, records search, or other sources for purposes related to your application for employment or continued employment with the Texas Tech Federal Credit Union including hiring, promotion, reassignment, or retention. The Texas Tech Federal Credit Union may also obtain an “investigative consumer report”, as defined by the Fair Credit Reporting Act, to evaluate your personal background including character, general reputation, personal characteristics, and mode of living through personal interviews with neighbors, friends, associates, or other resources for purposes related to your application for employment or continued employment with the Texas Tech Federal Credit Union. The Fair Credit Reporting Act requires that this disclosure inform you of your rights which are disclosed and titled “A Summary of Your Rights Under the Fair Credit Reporting Act”.



## AUTHORIZATION TO OBTAIN AND INVESTIGATE CONSUMER REPORT

The undersigned authorizes the Texas Tech Federal Credit Union to obtain background and credit information through credit agencies, records search, or other sources for purposes related to the undersigned's application for employment or continued employment with the Texas Tech Federal Credit Union including hiring, promotion, reassignment, or retention. The undersigned also authorizes the Texas Tech Federal Credit Union to obtain an "investigative consumer report", as defined by the Fair Credit Reporting Act, to evaluate my personal background including character, general reputation, personal characteristics, and mode of living through personal interviews with neighbors, friends, associates, or other sources for purposes related to my application for employment or continued employment with the Texas Tech Federal Credit Union. The authorization shall automatically remain effective throughout the application process and employment relationship should one exist.

SIGNATURE (NO ELECTRONIC SIGNATURES)		DATE
FULL NAME		
ADDRESS		
LIST ANY LAST NAME YOU HAVE EVER USED		YEARS USED
POSITION APPLYING FOR		SOCIAL SECURITY #
DATE OF BIRTH	DRIVER'S LICENSE #	ISSUING STATE

*Note: Information regarding date of birth is used for the sole purpose of securing background check information. It is in no way intended to be used for employment decisions.*



## EMPLOYMENT DATA RECORD

The Texas Tech Federal Credit Union is subject to Federal regulations that require the reporting of certain information on applications for employment. To assist in this effort, all applicants are requested to complete this form. Your cooperation and participation is strictly voluntary. This form will be kept separate from your employment application, and the information contained will be kept confidential. It will not be available to personnel involved in the hiring process. The information given will be used only for reporting purposes in accordance with Federal laws and regulations. If you do not wish to provide this information, please print your name, the date, and please indicate such fact in the appropriate space below. Your decision in this regard will not affect your application.

I do not wish to provide the information requested below.

### SECTION 1 (TO BE COMPLETED PRE-JOB OFFER)

FULL NAME		DATE	
ADDRESS			
POSITION APPLYING FOR		SOCIAL SECURITY #	
GENDER	ETHNIC ORIGIN		
MALE	WHITE	HISPANIC	BLACK
FEMALE	AMERICAN INDIAN/ALASKAN NATIVE		ASIAN/PACIFIC ISLANDER
	OTHER		

### SECTION 2 (TO BE COMPLETED POST-JOB OFFER)

**CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE**

VIETNAM ERA VETERAN	OTHER PROTECTED VETERAN
NEWLY SEPARATED VETERAN	SPECIAL DISABLED VETERAN
DISABLED VETERAN	

If you wish to be considered disabled for purposes of our Affirmative Action Program, please identify your disability and what accommodations, if any, you may need to successfully perform your work.



## APPLICANT – PLEASE KEEP FOR YOUR RECORDS

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promoted 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](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Avenue 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 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 disclosures 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 identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.

In addition, beginning 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](http://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 dispute is frivolous. See [www.ftc.gov/credit](http://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.



## PART 2

- **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](http://www.ftc.gov/credit).
- **You may limit “pre-screened” offers of credit and insurance 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 by calling 1-888-567-8688.
- **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.
- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://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:**

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRA's, creditors, and others not listed below	Federal Trade Commission Consumer Response Center-FCRA Washington, D.C., 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, D.C., 20219, 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board, Division of Consumer & Community Affairs Washington, D.C., 20551, 1-202-452-3693
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, D.C., 20552, 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street, Alexandria, VA, 22314, 1-703-519-4600
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation, Consumer Response Center 2345 Grand Avenue # 100, Kansas City, MO, 64108-2638, 1-277-275-3342
Air, surface, or rail common carriers regulated by former civil Aeronautics Boards or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, D.C., 20590, 1-202-366-1306
Activities subject to the Packer and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator-GIPSA Washington, D.C., 20250, 1-202-720-7051