

# COMMUNITY CHOICE CREDIT UNION

Johnston Office  
8404 NW 62<sup>nd</sup> Avenue  
P.O. Box 1405  
Johnston, IA 50131-1405  
Phone # (515) 334-8100  
Fax # (515) 334-8150

## APPLICATION FOR EMPLOYMENT

### PLEASE PRINT

Position applying for: \_\_\_\_\_

Name: \_\_\_\_\_ Social Sec. No.: \_\_\_\_\_

Street \_\_\_\_\_ Business Phone # \_\_\_\_\_

City \_\_\_\_\_ Home Phone # \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

How were you referred to us?  Newspaper ad  School  On my own  Internet

Current Employee  Agency  Other

Name of referral source: \_\_\_\_\_

**Please note:** Applicant should be aware that a consumer credit report will be obtained. If employment is denied from such information, applicant will be notified by mail.

Your signature on this application provides Community Choice Credit Union with the authorization necessary to complete any background investigations and criminal investigations to verify bondability.

**It should be understood by the applicant that the Community Choice Credit Union is open on Saturdays and each employee will be required to work on Saturdays during their employment.**

This application was designed for use by applicants for various positions – clerical, professional, technical and administrative. Answer the questions to the best of your ability. All information will be treated confidentially.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**TYPE OF WORK DESIRED**

Do you wish to work:  Full Time  Part time  Temporarily?

If part time, specify hours or days: \_\_\_\_\_

What are your salary requirements \_\_\_\_\_ **(Negotiable Not Allowed)**

Date available for work: \_\_\_\_\_

Do you have any commitments to another employer that might affect your employment with us?

\_\_\_\_\_

**SKILLS**

Typing speed \_\_\_\_\_ wpm

What computer programs are you familiar with: \_\_\_\_\_

Describe your computer skills \_\_\_\_\_

Business machines you can operate \_\_\_\_\_

Other \_\_\_\_\_

**EDUCATIONAL DATA**

<b>SCHOOL</b>	<b>Print name, Street, City, State and Zip Code for each School listing</b>	<b>No. of Years completed</b>	<b>Degree, Major/Type of Course</b>
High School	_____	_____	_____
College	_____	_____	_____
Graduate	_____	_____	_____

Other Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MILITARY EXPERIENCE**

Where you in the U.S. Armed Forces?  Yes  No What Branch?

Date of duty: From To Rank at Separation

Briefly describe your duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

List present employer or most recent employer first (use other side of this application, if necessary).

Employer:		Employment Dates: (Month/Year)	
Address:		From:     /     / To:     /     /	
		Telephone #	
Position/Job Title		Supervisor:	
Starting Salary	Duties		
Ending Salary			
Reason for leaving:			
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Employer:		Employment Dates: (Month/Year)	
Address:		From:     /     / To:     /     /	
		Telephone #	
Position/Job Title		Supervisor:	
Starting Salary	Duties		
Ending Salary			
Reason for leaving:			
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Employer:		Employment Dates: (Month/Year)	
Address:		From:     /     / To:     /     /	
		Telephone #	
Position/Job Title		Supervisor:	
Starting Salary	Duties		
Ending Salary			
Reason for leaving:			
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

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Employer:		Employment Dates: (Month/Year)	
Address:		From:     /     / To:     /     /	
		Telephone #	
Position/Job Title		Supervisor:	
Starting Salary	Duties		
Ending Salary			
Reason for leaving:			
May we contact this employer?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

**GENERAL INFORMATION**

Are you legally authorized to work in the U.S.?

Yes

No

Are you below the age of 18?

Yes

No

Do you know of any reason why you are not able perform the essential functions of the job for which you are applying with or without reasonable accommodations?  Yes  No

Describe any accommodations required \_\_\_\_\_  
\_\_\_\_\_

Have you ever had any bond coverage modified or revoked or have you ever had an application for bond declined?  Yes  No If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No

Date \_\_\_\_\_ Place \_\_\_\_\_ Nature \_\_\_\_\_

(An affirmative answer will not automatically disqualify you from being considered for employment.)

Have you previously applied for employment here?

Yes

No

If yes when? \_\_\_\_\_

Have you previously been employed by this company or its subsidiaries?

Yes

No

If yes when? \_\_\_\_\_

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**REFERENCES** (not employers or relatives, --- list at least three)

Name and Address	Occupation	Phone
		( )
		( )
		( )
		( )

Person to be notified in case of emergency:

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, color, national origin, or disability.)  
\_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE TO EMPLOYMENT APPLICANT**

In connection with your application for employment, Community Choice Credit Union may obtain your consumer credit report as part of the applicant selection process. In the event that information obtained from the report is utilized in making an adverse decision with regard to your potential employment, we will provide you with a copy of the consumer credit report and a description in writing of your right under the law.

With your signature below, you hereby authorize Community Choice Credit Union to obtain a consumer report about you to consider you for employment.

\_\_\_\_\_  
Applicants Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**THE PREDICTIVE INDEX®**  
**Organization Survey**  
**Checklist**

Name \_\_\_\_\_ Date \_\_\_\_\_

Occupation \_\_\_\_\_

**DIRECTIONS:** Please read the words in the list below and check those that you feel describe **the way you are expected to act by others.**

- |                            |                          |                            |                          |                            |                          |
|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| <b>Helpful</b> .....       | <input type="checkbox"/> | <b>Esteemed</b> .....      | <input type="checkbox"/> | <b>Calm</b> .....          | <input type="checkbox"/> |
| <b>Relaxed</b> .....       | <input type="checkbox"/> | <b>Worrying</b> .....      | <input type="checkbox"/> | <b>Popular</b> .....       | <input type="checkbox"/> |
| <b>Exciting</b> .....      | <input type="checkbox"/> | <b>Sentimental</b> .....   | <input type="checkbox"/> | <b>Polite</b> .....        | <input type="checkbox"/> |
| <b>Assertive</b> .....     | <input type="checkbox"/> | <b>Adventurous</b> .....   | <input type="checkbox"/> | <b>Dynamic</b> .....       | <input type="checkbox"/> |
| <b>Patient</b> .....       | <input type="checkbox"/> | <b>Easy Going</b> .....    | <input type="checkbox"/> | <b>Good-Humored</b> .....  | <input type="checkbox"/> |
| <b>Conscientious</b> ..... | <input type="checkbox"/> | <b>Unassuming</b> .....    | <input type="checkbox"/> | <b>Escapist</b> .....      | <input type="checkbox"/> |
| <b>Sophisticated</b> ..... | <input type="checkbox"/> | <b>Good mixer</b> .....    | <input type="checkbox"/> | <b>Generous</b> .....      | <input type="checkbox"/> |
| <b>Persistent</b> .....    | <input type="checkbox"/> | <b>Agreeable</b> .....     | <input type="checkbox"/> | <b>Unobtrusive</b> .....   | <input type="checkbox"/> |
| <b>Earnest</b> .....       | <input type="checkbox"/> | <b>Well-liked</b> .....    | <input type="checkbox"/> | <b>Daring</b> .....        | <input type="checkbox"/> |
| <b>Outstanding</b> .....   | <input type="checkbox"/> | <b>Docile</b> .....        | <input type="checkbox"/> | <b>Tolerant</b> .....      | <input type="checkbox"/> |
| <b>Sympathetic</b> .....   | <input type="checkbox"/> | <b>Demanding</b> .....     | <input type="checkbox"/> | <b>Nice</b> .....          | <input type="checkbox"/> |
| <b>Loyal</b> .....         | <input type="checkbox"/> | <b>Charitable</b> .....    | <input type="checkbox"/> | <b>Compelling</b> .....    | <input type="checkbox"/> |
| <b>Self-starter</b> .....  | <input type="checkbox"/> | <b>Persuasive</b> .....    | <input type="checkbox"/> | <b>Resolute</b> .....      | <input type="checkbox"/> |
| <b>Conventional</b> .....  | <input type="checkbox"/> | <b>Careful</b> .....       | <input type="checkbox"/> | <b>Tranquil</b> .....      | <input type="checkbox"/> |
| <b>Eloquent</b> .....      | <input type="checkbox"/> | <b>Satisfied</b> .....     | <input type="checkbox"/> | <b>Cultured</b> .....      | <input type="checkbox"/> |
| <b>Cynical</b> .....       | <input type="checkbox"/> | <b>Understanding</b> ..... | <input type="checkbox"/> | <b>Dominant</b> .....      | <input type="checkbox"/> |
| <b>Passive</b> .....       | <input type="checkbox"/> | <b>Spirited</b> .....      | <input type="checkbox"/> | <b>Respectful</b> .....    | <input type="checkbox"/> |
| <b>Gentle</b> .....        | <input type="checkbox"/> | <b>Congenial</b> .....     | <input type="checkbox"/> | <b>Nonchalant</b> .....    | <input type="checkbox"/> |
| <b>Brave</b> .....         | <input type="checkbox"/> | <b>Obedient</b> .....      | <input type="checkbox"/> | <b>Flexible</b> .....      | <input type="checkbox"/> |
| <b>Appealing</b> .....     | <input type="checkbox"/> | <b>Cheerful</b> .....      | <input type="checkbox"/> | <b>Attractive</b> .....    | <input type="checkbox"/> |
| <b>Thoughtful</b> .....    | <input type="checkbox"/> | <b>Obstinate</b> .....     | <input type="checkbox"/> | <b>Trusting</b> .....      | <input type="checkbox"/> |
| <b>Self-assured</b> .....  | <input type="checkbox"/> | <b>Convincing</b> .....    | <input type="checkbox"/> | <b>Eager</b> .....         | <input type="checkbox"/> |
| <b>Steady</b> .....        | <input type="checkbox"/> | <b>Responsive</b> .....    | <input type="checkbox"/> | <b>Shy</b> .....           | <input type="checkbox"/> |
| <b>Competitive</b> .....   | <input type="checkbox"/> | <b>Neighborly</b> .....    | <input type="checkbox"/> | <b>Fussy</b> .....         | <input type="checkbox"/> |
| <b>Fashionable</b> .....   | <input type="checkbox"/> | <b>Selfish</b> .....       | <input type="checkbox"/> | <b>Versatile</b> .....     | <input type="checkbox"/> |
| <b>Neat</b> .....          | <input type="checkbox"/> | <b>Reserved</b> .....      | <input type="checkbox"/> | <b>Amiable</b> .....       | <input type="checkbox"/> |
| <b>Audacious</b> .....     | <input type="checkbox"/> | <b>Serious</b> .....       | <input type="checkbox"/> | <b>Diplomatic</b> .....    | <input type="checkbox"/> |
| <b>Polished</b> .....      | <input type="checkbox"/> | <b>Persevering</b> .....   | <input type="checkbox"/> | <b>Self centered</b> ..... | <input type="checkbox"/> |
| <b>Fearful</b> .....       | <input type="checkbox"/> |                            |                          | <b>Consistent</b> .....    | <input type="checkbox"/> |

**Organization Survey  
Checklist**

Name \_\_\_\_\_

START on other side of page.

DIRECTIONS: Continue by reading the words in the list below, now checking those that you yourself believe really describe you.

- |                            |                          |                            |                          |                            |                          |
|----------------------------|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|
| <b>Helpful</b> .....       | <input type="checkbox"/> | <b>Esteemed</b> .....      | <input type="checkbox"/> | <b>Calm</b> .....          | <input type="checkbox"/> |
| <b>Relaxed</b> .....       | <input type="checkbox"/> | <b>Worrying</b> .....      | <input type="checkbox"/> | <b>Popular</b> .....       | <input type="checkbox"/> |
| <b>Exciting</b> .....      | <input type="checkbox"/> | <b>Sentimental</b> .....   | <input type="checkbox"/> | <b>Polite</b> .....        | <input type="checkbox"/> |
| <b>Assertive</b> .....     | <input type="checkbox"/> | <b>Adventurous</b> .....   | <input type="checkbox"/> | <b>Dynamic</b> .....       | <input type="checkbox"/> |
| <b>Patient</b> .....       | <input type="checkbox"/> | <b>Easy Going</b> .....    | <input type="checkbox"/> | <b>Good-Humored</b> .....  | <input type="checkbox"/> |
| <b>Conscientious</b> ..... | <input type="checkbox"/> | <b>Unassuming</b> .....    | <input type="checkbox"/> | <b>Escapist</b> .....      | <input type="checkbox"/> |
| <b>Sophisticated</b> ..... | <input type="checkbox"/> | <b>Good mixer</b> .....    | <input type="checkbox"/> | <b>Generous</b> .....      | <input type="checkbox"/> |
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| <b>Earnest</b> .....       | <input type="checkbox"/> | <b>Well-liked</b> .....    | <input type="checkbox"/> | <b>Daring</b> .....        | <input type="checkbox"/> |
| <b>Outstanding</b> .....   | <input type="checkbox"/> | <b>Docile</b> .....        | <input type="checkbox"/> | <b>Tolerant</b> .....      | <input type="checkbox"/> |
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| <b>Loyal</b> .....         | <input type="checkbox"/> | <b>Charitable</b> .....    | <input type="checkbox"/> | <b>Compelling</b> .....    | <input type="checkbox"/> |
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| <b>Passive</b> .....       | <input type="checkbox"/> | <b>Spirited</b> .....      | <input type="checkbox"/> | <b>Respectful</b> .....    | <input type="checkbox"/> |
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| <b>Steady</b> .....        | <input type="checkbox"/> | <b>Responsive</b> .....    | <input type="checkbox"/> | <b>Shy</b> .....           | <input type="checkbox"/> |
| <b>Competitive</b> .....   | <input type="checkbox"/> | <b>Neighorly</b> .....     | <input type="checkbox"/> | <b>Fussy</b> .....         | <input type="checkbox"/> |
| <b>Fashionable</b> .....   | <input type="checkbox"/> | <b>Selfish</b> .....       | <input type="checkbox"/> | <b>Versatile</b> .....     | <input type="checkbox"/> |
| <b>Neat</b> .....          | <input type="checkbox"/> | <b>Reserved</b> .....      | <input type="checkbox"/> | <b>Amiable</b> .....       | <input type="checkbox"/> |
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| <b>Fearful</b> .....       | <input type="checkbox"/> |                            |                          | <b>Consistent</b> .....    | <input type="checkbox"/> |