



**APPLICATION FOR EMPLOYMENT
MOCSE FEDERAL CREDIT UNION**

Date Received
(HR use only)

Name of Job Applicant

Date

NOTICES TO JOB APPLICANT – PLEASE READ CAREFULLY

EQUAL OPPORTUNITY. It is the policy of **Mocse Federal Credit Union** (hereinafter, “Mocse”) to make all employment decisions without regard or consideration for any person being, or perceived as being, a member of a “protected class” or being involved in a “protected activity” as defined by applicable federal, state, and local laws. The most common protected classes include the following: age (40 and above), ancestry, color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, or gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military or veteran status, national origin (includes language-use restrictions and possession of a driver’s license issued under Vehicle Code 12081.9), race (inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), religion or religious creed (includes religious dress and grooming practices), reproductive health decision making, sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions), and sexual orientation. Except if there is a bona fide occupational qualification or a business necessity that is reasonably necessary to secure the safe and efficient operation of the business, equal employment opportunity will be extended to all persons in all aspects of the employment relationship, including recruitment, hiring, training, promotion, transfer, discipline, layoff, recall, and termination. Mocse does not tolerate any illegal discrimination or harassment, whether verbal, physical or visual. Mocse prohibits retaliation by anyone against those who make a report of suspected unfair treatment or harassment. If you believe that you have been treated unfairly or harassed in any way during this employment application process, or if you need a reasonable accommodation in order to complete this application or in any step of the application and/or hiring process, please contact **Carmella Wend, Director of Human Resources at (209) 572-3600 ext. 136 or at humanresources@mocse.org immediately.**

AT-WILL EMPLOYMENT. Employment at Mocse is at the will of Mocse and its employees. Employment can be terminated at any time for any legal reason with or without prior notice or cause. Only the President of Mocse can enter into employment contracts on behalf of Mocse that modify this "at-will" employment relationship, and those contracts must be in writing.

JOB QUALIFICATIONS. You must meet the minimum job qualifications and be able to perform the essential functions of the job with or without a reasonable accommodation. This includes being insurable/bondable under Mocse’s employment insurance policy at reasonable rates. A job description will be provided upon request. You can request a reasonable accommodation if an offer of employment is made, at which time Mocse will engage in the interactive process with you to determine if you are a “qualified individual” who meets the minimum qualifications and can perform the essential functions of the job, with or without a reasonable accommodation.

CONFLICTS OF INTEREST. The Company has a conflict of interest policy that could preclude employment if hiring the applicant for a particular position results in the conflict of interest that cannot be resolved. The Company will explore and try to resolve any potential conflict of interest issue after an offer of employment is made.

MISREPRESENTATIONS. Mocse is relying on the information that you provide on this Application, in the documents you provide to Mocse, and during any interview(s). You must complete the application fully to be considered for a job. If you knowingly make any misrepresentation or omission during the application process, your application and any job offers may be withdrawn; and, if the falsehood is not discovered until after you are employed, then your employment may be terminated for lack of honesty. Mocse reserves the right to terminate employment if any information material to whether you qualify for the job is later found to be untrue regardless of whether there was an intentional misrepresentation or not. Failure by Mocse to verify any information prior to employment is not a waiver of Mocse’s right to terminate employment if Mocse later discovers that the information is incorrect or false.

STALE APPLICATIONS. This application is only current for 120 days. If you are not hired within 120 days, a new application will have to be completed in order to be considered for employment.

AUTHORIZATION FOR RELEASE OF INFORMATION. For your application to be considered, you must sign the “Authorization for Release of Information and Waiver of Potential Claims” found at the end of this Application.

RIGHT TO WORK IN U.S. All job offers are conditional upon the job applicant providing proper proof of authorization to work in the United States, and, if applicable, right to work as a minor.

BACKGROUND CHECK. Mocse requires a background check to confirm that the applicant has not engaged conduct which would preclude the applicant from working in a bank where trustworthiness is an essential attribute. A separate authorization form for the background check will be presented to the job applicant if a job offer is made. Any job offer is conditional upon the applicant passing the background check to the satisfaction of Mocse. Having criminal convictions will not automatically disqualify any applicant.

CONDITIONAL JOB OFFER. All job offers are conditioned upon the applicant remaining qualified, as determined by Mocse, after answering the questions contained in the Conditional Job Offer regarding past job history and past criminal convictions, and after verification of reference checks, credentialing and licensing checks, and passing all pre-employment tests required by Mocse. Employment will not be automatically denied for having a criminal conviction.

Your application will not be accepted unless you indicate that you have read the above notices by signing here➔:

Applicant's Signature

Contact Information (Please Print Clearly)

First Name	Middle Name	Last Name		
Street Address		City	State	Zip
Mailing Address (if different from above)		City	State	Zip
Home and/or Cell Phone: (Home)		(Cell)		
Email Address: (You are not required to provide an email address; but if you desire that Mocse contact you via email, you can voluntarily provide your email address):				

Position Desired and Past Contact with Mocse

Specify the position you are applying for:
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", can you provide proof of your legal authorization to work as a minor? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever applied for work with Mocse before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", list location and date of application:
Have you ever worked for Mocse before? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", list location and dates of employment:
When could you start work?
How did you learn about us? <input type="checkbox"/> Ad for Job at <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Referred by _____

Employment History – List your current employer and previous employer.

Employer's Name:				
Address:		City:	State:	Zip:
Telephone Number:				
Starting Date of Employment:		Ending Date of Employment:		
Job Title:		Supervisor's Name:		
Job Duties:				
Describe any specialized training or skills you received at this job:				
May we contact this employer now? <input type="checkbox"/> No <input type="checkbox"/> Yes (If no, specify when contact can be made):				

Employer's Name:				
Address:		City:	State:	Zip:
Telephone Number:				
Starting Date of Employment:		Ending Date of Employment:		
Job Title:		Supervisor's Name:		
Job Duties:				
Describe any specialized training or skills you received at this job:				
May we contact this employer now? <input type="checkbox"/> No <input type="checkbox"/> Yes (If no, specify when contact can be made):				

Education – List your education starting with high school or the last school you attended if you did not graduate from high school.

Name of School:	
Type of School: <input type="checkbox"/> Elementary <input type="checkbox"/> Jr High <input type="checkbox"/> High School	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, list the last grade you completed:	
If you did not graduate from high school, did you earn your GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Name of School:	
Type of School: <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, list the last grade you completed:	
Describe Course of Study or Major:	

Name of School:	
Type of School: <input type="checkbox"/> Trade <input type="checkbox"/> College <input type="checkbox"/> Post-Graduate	Location of School:
Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If “no”, list the last grade you completed:	
Describe Course of Study or Major:	

Name Verification - For the purpose of verifying information in this application, if you ever worked or attended school under a different name at any of the organizations you have listed, please specify the name(s):

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Honors and Awards – At your option, you may list any special honors, awards, or activities you participated in which you believe would be relevant to your qualifications for this job. *You do not have to include any information that would indicate your age, race, national origin, sexual orientation, disability, or other legally protected status.*

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Special Skills and Qualifications – Provide any additional information, such as special skills and qualifications not already mentioned, that you feel is job related and may be helpful in considering your application.

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Prior Addresses – Please list your prior places of residence for the past five years.

Street	City	State
Street	City	State
Street	City	State

References – Please provide three references that can provide information about your work skills and work habits.

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

Name:	Phone Numbers
Address:	Work:
Place of Employment:	Home:
Current or Past Relationship: <input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Friend <input type="checkbox"/> Other (specify):	

APPLICANT'S SIGNATURE

I hereby state that the information in this Application for Employment is true and accurate.

Applicant's Signature

Date

Print Name

Authorization for Release of Information and Waiver of Potential Claims

To Whom It May Concern:

I am applying for a job at **Mocse Federal Credit Union** (hereinafter, "Mocse") located at 3600 Coffee Road Modesto, CA 95355 and whose contact person is **Carmella Wend, Director of Human Resources** (209) 572-3600 ext. 136.

I hereby authorize Mocse to contact the references, current and past employers, schools, licensing and certification entities, training institutions, and any other entity and person listed in my Application for Employment that may have information about my (1) current and past employment, (2) educational experiences, (3) licenses, (4) certifications, and/or (5) statements and information contained in my Application for Employment. As used herein, the term "Company" includes Mocse's owners, officers, employees, and agents. As used herein, the term "Application for Employment" includes my résumé and any other documents and information I have submitted and/or will submit to Mocse in connection with my applying for a job with Mocse.

I hereby authorize any references, current and past employers, schools, licensing and certification entities, and training institutions and any other entity and person listed in my Application for Employment to release to Mocse all information about my (1) current and past employment, (2) educational experiences, (3) licenses, (4) certifications, and/or (5) statements and information contained in my Application for Employment.

Except for claims or rights which cannot be waived pursuant to California Government Code 12964.5 or other law, I hereby release and waive any and all potential claims and damages that I may now and/or in the future have against any references, current and past employers, schools, licensing and certification entities, training institutions, and any other person or entity listed in my Application for Employment, and their owners, directors, officers, employees, and agents for providing information about me to Mocse.

I hereby waive any and all claims that I may now and/or in the future have against Mocse related to Mocse contacting any person or entity described in this Authorization to inquire about my (1) current and past employment, (2) educational experiences, (3) licenses, (4) certifications, and/or (5) statements and information contained in my Application for Employment. I also hereby agree to release, indemnify, and hold Mocse harmless from any and all claims I may now and/or in the future have that relate to Mocse contacting any person or entity as described in this Authorization.

I hereby waive the following provision of California Civil Code §1542: "A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release, and that if known by him or her, would have materially affected his or her settlement with the debtor or released party."

Mocse shall be authorized to make contact and collection information under this Authorization for 120 days from the date written below. The waivers, releases, indemnification, and hold-harmless provisions in this Authorization will survive the expiration of this Authorization. If any wording in this Authorization is determined to be illegal or unenforceable by a court with proper jurisdiction, the illegal or unenforceable wording shall be stricken and all other parts of this Authorization shall not be affected thereby. A photocopy, facsimile, or other electronic copy of this Authorization may be treated and relied upon as if it were an original.

Applicant's Signature

Date

Print Name

APPLICANT DATA INFORMATION COLLECTION FORM

The information requested below is being collected pursuant to the California regulations found at 2 CCR 11013. Every employer with five or more employees must collect this information from job applicants if the job applicant voluntarily provides the information. The information is for record keeping purposes only. **YOU DO NOT HAVE TO PROVIDE THE INFORMATION BELOW.** Do not place your name on this sheet. Any information you provide will be separated from your job application and will have no bearing on our selection process. **Mocse Federal Credit Union** is an equal opportunity employer.

Date: _____

Job Position Applied For: _____

Race (mark one)

- | | |
|---|---|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Caucasian (not of Hispanic origin) |
| <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Black (not of Hispanic origin) | <input type="checkbox"/> Other (please specify): _____ |

National Origin (please specify): _____

Sex: Male Female Other (please specify): _____