

Application for employment



(509) 326.1954 | 1620 North Signal Drive, Liberty Lake, WA 99019-9517

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(Please print)

Position(s) applied for _____ Date of application _____

Last name _____ First _____ M.I. _____

Address _____ Street _____ City _____ State _____ Zip code _____

Home phone number _____ Cell phone number _____ E-mail address _____

What prompted you to apply with STCU?

- Paper advertisement School STCU member Employee (Name) _____
 STCU website External website (Name) _____ Other (List) _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, please give date _____

Have you ever been employed with us before? Yes No

If Yes, please give date _____

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available for work? _____

Are you available to work: Full time Part time (Hours available) _____

Branch preference:

(See back for branch addresses)

- Main South Cheney Newport University District
 Indian Trail Downtown Valley Liberty Lake/HQ Post Falls
 North Silver Lake Bonner County Northtown Square

Are you currently on a lay-off status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Are you bondable? Yes No

When was the last time you had contact with the court over a conviction? _____
Conviction will not necessarily disqualify an applicant from employment.

Was there court action on your conviction within the past seven years? Yes No

We are an equal opportunity employer.

Employment experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.

1.	Employer name & address		Dates employed		Work performed
			From	To	
	Rate of pay		Work performed		
			Starting	Final	
Telephone number(s)					
Job title		Reason for leaving			
Supervisor		May we contact? (Circle one)			
		Yes No			
2.	Employer name & address		Dates employed		Work performed
			From	To	
	Rate of pay		Work performed		
			Starting	Final	
Telephone number(s)					
Job title		Reason for leaving			
Supervisor		May we contact? (Circle one)			
		Yes No			
3.	Employer name & address		Dates employed		Work performed
			From	To	
	Rate of pay		Work performed		
			Starting	Final	
Telephone number(s)					
Job title		Reason for leaving			
Supervisor		May we contact? (Circle one)			
		Yes No			

List professional, trade, business or civic activities and offices held.

You may exclude memberships that would reveal race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other protected status.

Education

	Name & address of school	Course of study	Years completed	Diploma degree
High school				
Undergraduate college				
Other (specify)				

Additional information

Specialized skills

Please list years of experience and/or list skills, licenses and certifications.		
___ Cash handling	___ Microsoft Excel	___ Ten key
___ Customer service	___ Microsoft Outlook	Other (list):
___ E-mail	___ Microsoft Windows	_____
___ Fax	___ Microsoft Word	_____
___ Keyboarding	___ Notary	_____

State any additional information you feel may be helpful to us in considering your application.

Note to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

Professional references

1. _____ ()
 (Name and title) (Telephone number)
2. _____ ()
 (Name and title) (Telephone number)
3. _____ ()
 (Name and title) (Telephone number)

Applicant's statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of applicant

Date

Branch locations

Main Branch, 106 West Nora Avenue, Spokane, WA
North Spokane Branch, 207 East Hastings Road, Spokane, WA
South Spokane Branch, 820 East 29th Avenue, Spokane, WA
Spokane Valley Branch, 13501 East Sprague Avenue, Spokane Valley, WA
Newport Branch, 202 West Walnut, Newport, WA
Downtown Branch, 707 West Main, Suite B4, Spokane, WA
Indian Trail Branch, 8703 North Indian Trail Road, Spokane, WA
Headquarters, 1620 North Signal Drive, Liberty Lake, WA
Cheney Branch, 2718 First Street, Cheney, WA
University District Branch, 528 East Spokane Falls Blvd., Spokane, WA
Post Falls Branch, 3903 East Primrose Lane, Post Falls, ID
Silver Lake Branch, 6704 North Government Way, Dalton Gardens, ID
Liberty Lake Branch, 2201 North Madson Road, Liberty Lake, WA
Bonner County Branch, 477181 N North Highway 95 Ponderay, ID
Northtown Square Branch, 4727 N North Division Street, Suite 105, Spokane, WA

Please fax, mail, or deliver the completed application to:

Fax: (509) 344.2203

Spokane Teachers Credit Union
Attention: Human Resources
1620 North Signal Drive
Liberty Lake, WA 99019-9517

For more information, visit our website at www.stcu.jobs.

STCU... Reaching higher

From our members...

“I’ve noticed this amazing thing about STCU employees. When I’m in a hurry, they’re a little bit quicker than I expected. When I think I’m going to have to go out of my way, they make things a little bit more convenient than I thought possible. And every time I toss out a tough financial question, they come up with a smarter answer—an answer that not only addresses my immediate needs, but anticipates my future financial well-being.”

“I’ve also noticed that they smile a lot. Not just because they’ve been told they’re working in a ‘service industry’ where friendliness is important, but because I honestly think they enjoy their jobs. Imagine—folks that get a kick out of helping people get the most out of their money. Okay, maybe it has something to do with how credit unions naturally put people ahead of profits. But I get an even stronger sense that STCU employees care about my personal success. Money isn’t the most important thing in my life—but, then, maybe that’s because I know I have someone taking care of my money like it was the most important thing in their life.”

“Of course, it’s clear to me that my money’s not the only thing that STCU employees care about. Every time I turn around, they’re out in front of the community, leading the way for a better city, a better state, a better nation. Call it generosity, call it far-sightedness. When it comes to putting their minds and their money to work in the community, I say they just recognize a good investment when they see one.”

From our employees...

“I’m treated like a member of the family, not just a ‘number’ or someone to fulfill a quota. Spokane Teachers Credit Union truly cares about my success, and they know that by investing in me, they have created a long-term, valuable employee. I want to see STCU grow and prosper, and am dedicated to providing outstanding service to the members that walk through our door each day.”

“What really benefits me most is being part of a financial institution that lives by the philosophy of ‘People Helping People.’”

STCU's core values

- A passion for integrity
- A passion for service
- A passion for people
- A passion for innovation
- A passion for education
- A passion for celebration

STCU's vision statement

To be the most loved and valued financial relationship on Earth.

Our benefits

At STCU we care about the overall well-being of our employees. Outlined below is a list of benefits, programs, and services that are provided for our employees as a way of ensuring that well-being.

Employees who work an average of 20 hours per week are eligible for:

- Paid medical, dental, and vision insurance coverage
- Retirement benefits
- Vacation and sick leave
- Employee Assistance Plan

Employees who work an average of 30 hours per week are eligible for:

- Paid medical, dental, and vision insurance coverage
- Life insurance, accidental death & dismemberment insurance, and long term disability coverage
- The opportunity to purchase voluntary life insurance
- Retirement benefits
- Vacation and sick leave
- Employee Assistance Plan

Employees who work 40 hours per week are eligible for:

- Paid medical, dental, and vision insurance coverage
- Life insurance, accidental death & dismemberment insurance, and long term disability coverage
- The opportunity to purchase voluntary life insurance
- Retirement benefits
- Vacation and sick leave
- Tuition reimbursement
- Employee Assistance Plan

'Notice of intent' and 'authorization' to obtain an Investigative Consumer Report for employment purposes



The undersigned applicant is hereby notified that Spokane Teachers Credit Union may obtain an investigative consumer report for employment purposes through Acranet or Pinnacle Investigations. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, credit and/or driver's record history. Applicant acknowledges that he/she is herein informed of his/her right to request, within reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested. Such request will be mailed or otherwise delivered to applicant within five days from the date the applicant's request for disclosure or such report was first requested by employer, whichever is the later.

Applicant/employee further authorizes Spokane Teachers Credit Union to obtain an investigative consumer report through Acranet or Pinnacle Investigations for employment purposes at this time or any time during the applicant/employee's tenure with employer.

Print full name _____

Former name/maiden name (list all) _____

Address _____

Previous address _____

Social Security # _____

Date of birth _____

Driver's license # (if applicable) _____ State of issue _____

Signature _____ Date _____

(In order for factual information to be obtained and reported, your date of birth and Social Security number are requested. This information is used solely for investigation purposes in compliance with the Fair Credit Reporting Act.)

Voluntary applicant identification

Affirmative Action employer requirement



Name _____ Phone _____

Address _____

Job applied for _____

Federal law requires us to ask for this information. Please sign and return this form even if you do not answer.

Its purpose is to ensure equal opportunity, and evaluate our good-faith recruiting efforts to attract ethnic minorities, women, veterans of the Vietnam era, and persons with disabilities. Hiring is based on qualifications. Quotas or preferences based on sex, race or ethnicity are prohibited by law.

We invite you to **voluntarily** identify yourself in the categories below, now or at any time in the future. You are not required to respond. If you decline, it will not subject you to adverse treatment. This is NOT part of your application file, it is confidential*, and will be used in conformance with the law.

Gender:

Male

Female

Ethnic and racial background (Please answer both a. and b. if applicable.)

a. Hispanic or Latino:

Yes

No

b. Racial background—Non-Hispanic:

American Indian/Alaska Native

Asian, Asian American

Black, African American

Hawaiian/Pacific Islander

White/Caucasian

2 or more races, non-Hispanic

Veteran status – check all that apply:

Eligible or protected veterans: Check here if you are a recently separated veteran, other protected veteran, or an Armed Forces service medal veteran. “Other protected veteran” means “veterans who have served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.”

Disabled veteran: (1) A veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability.

Disability status:

Disabled – If you have a physical, sensory or mental impairment which substantially limits one or more of your major life activities, have a record of or are regarded as having such impairment. It would also assist us if you would tell us about any special methods, skills or procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind.

Please sign here _____ Date _____

*Supervisors and managers may be informed about restrictions on the work duties of persons with disabilities or on facts needed for accommodations, first aid or emergency treatment. Government officials may also review this.

Employer use only

EEO-1 Occup category: _____ JOB GROUP CODE: _____