



One of Highmark Federal Credit Union's most important assets is its employees. Highmark is committed to motivating and developing dedicated and responsible employees, ensuring the continued delivery of high-quality service standards to our members.

725 5th Street
Rapid City, SD 57701
An Equal Opportunity Employer

Application for Employment

Highmark Federal Credit Union recruits and hires employees without regard to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, military status, disability, genetic information or on any other basis that would be in violation of any applicable federal, state, or local law. We treat employees equally with respect to compensation and opportunities for training, promotion, termination, compensation, and benefits.

Please complete the following information as it pertains to the position for which you are applying. Should you need additional space to complete the answer to the question, please add additional sheets to the form. You are welcome to include additional information such as cover letter, resume, or copies of pertinent certifications.

This application is applicable only for the stated position sought.

POSITION SOUGHT:

Date:

Personal

Name
Last, First Middle

Address Number & Street, City, State, Zip Code

Email address

Phone Number Cell Number

Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No

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

This position may require a valid driver's license.

Do you have a valid driver's license? No Yes State Issued: DL #

All positions at Highmark Federal Credit Union require bond coverage.

Have you ever had any bond coverage modified or revoked?  Yes  No

Has any application for bond coverage ever been denied?  Yes  No

**Skills**

List all computer software programs that you are most familiar (e.g. Microsoft Office):

Other Special Skills:

**Education**

Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School Diploma:**  Yes  No **G.E.D.:**  Yes  No

School(s) City/State

**College and/or Vocational School:** Number of Years Completed \_\_\_\_\_

School(s) City/State

Major Degrees or Certificate Earned

**Other related Training or Degrees:**

School(s) City/State

Course Degree or Certificate Earned

**PROFESSIONAL LICENSE OR MEMBERSHIP**

Type of License(s) Held

License Expiration Date

Other Professional Memberships

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**REFERENCES**

Name:

Address:

Email address:

Phone/Cell:

Name:

Address:

Email address:

Phone/Cell:

Name:

Address:

Email address:

Phone/Cell:

**EMPLOYMENT**

List your last or most current employer first. Please include any U.S. Military Service or volunteer service as it pertains to the position.

For purposes of verifying employment, if any employment was under a different name, please indicate the name which you would have been known as:

May we contact your most current or present employer?  Yes  No

**EMPLOYER**

Address(City, State, Zip)

Telephone

Position Title

Department

Supervisor's Name and Title

Dates of Employment: From

To

(Mo/Yr)

Hourly wage or Salary

Description of duties performed

Reason for Leaving

**EMPLOYER**

Address(City, State, Zip)

Telephone

Position Title

Department

Supervisor's Name and Title

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***If you wish to add additional work experience, attach the above information for each position on a separate piece of paper.***

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Highmark Federal Credit Union to verify their accuracy and to obtain reference information on my work performance. I hereby release Highmark Federal Credit Union from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me, and accepted that I will fully adhere to the policies, rules, and regulations of employment of the Employer; however, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at-will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**VOLUNTARY EQUAL OPPORTUNITY EMPLOYMENT REPORTING INFORMATION:**

This sheet will not be included with your application and/or resume.

Gender:

Ethnicity:

Age:

Where did you learn about this position: