

FINANCE CENTER FEDERAL CREDIT UNION

**APPLICATION FOR EMPLOYMENT**

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Our Company is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, national origin, age, marital, or veteran status; medical condition, disability; or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Human Resource Department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

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Name \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*Street Apt. # City State Zip Code*

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

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Position(s) applied for: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Where did you hear about employment opportunities at FCFCU? (Check all that apply)

Newspaper Ad \_\_\_\_\_ Sign in Branch \_\_\_\_\_ Friend Works Here \_\_\_\_\_

Family Member Works Here \_\_\_\_\_ Walk-In \_\_\_\_\_ Other: \_\_\_\_\_

Name of employee who referred you \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you been employed here before?  Yes  No If yes, give date: \_\_\_\_\_

Are you employed now?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full time  Part time  Shift work  Temporary

Are you over the age of 18?  Yes  No

Have you been convicted of a felony or misdemeanor other than moving traffic violations?

Yes  No

If yes, please complete the following (*a conviction record will not necessarily be a bar to employment*):

Conviction: \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Result or outcome: \_\_\_\_\_

**OUR COMPANY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## E D U C A T I O N

	High School	College/University	Graduate/Professional
<b>School Name</b>			
<b>Diploma/Degree</b>			
<b>Honors Received</b>			
<b>Describe Course of Study</b>			

## E M P L O Y M E N T   E X P E R I E N C E

*List all of your work experience including military and voluntary service assignments. **Start with your present or last job.** Attach an additional sheet if necessary.*

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed:    *From* \_\_\_\_\_ *To* \_\_\_\_\_

Salary:                *Starting* \_\_\_\_\_ *Final* \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

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Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed:    *From* \_\_\_\_\_ *To* \_\_\_\_\_

Salary:                *Starting* \_\_\_\_\_ *Final* \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Please summarize your job-related skills or specialized training: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name Occupation Home Phone Daytime Phone

Name Occupation Home Phone Daytime Phone

Name Occupation Home Phone Daytime Phone

List any additional information you would like us to consider.

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**A C K N O W L E D G E M E N T**

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed, termination from Finance Center Federal Credit Union's employ.

2. Any offer of employment I may receive from Finance Center Federal Credit Union is contingent upon my successful completion of the Credit Union's total pre-employment screening process, including the Credit Union receiving references that it considers satisfactory.

3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of Finance Center Federal Credit Union. I hereby consent to having the results of such alcohol or drug screening I may be required to undergo disclosed to Finance Center Federal Credit Union.

4. I authorize and request that all of my present and former employers, educational institution, law enforcement agency, financial institution and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information. I agree not to assert any claims or causes of action against all persons and corporations supplying this information to the Company and/or its agents. A photocopy of this authorization is as effective as the original.

5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Credit Union and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the Credit Union or myself. I further understand that no manager or representative of the Credit Union, other than the President or Human Resources Manager has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Hired: \_\_\_\_\_ For Dept: \_\_\_\_\_ Position: \_\_\_\_\_

Salary//Wages: \_\_\_\_\_ Will Report: \_\_\_\_\_

Approved: \_\_\_\_\_

Employment Manager: \_\_\_\_\_ Date: \_\_\_\_\_