

APPLICATION FOR EMPLOYMENT



United Southeast
Federal Credit Union www.usfcu.org

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without discrimination on the basis of race, color, religion, age, sex, national origin, citizenship status, physical or mental disability, or past, present, or future service in the Uniformed Services of the U.S., or any other legally protected status. The use of this form does not mean there are positions open and does not obligate us in any way.

PERSONAL INFORMATION

Name (Print): _____ Phone Number: _____
 Present Address: _____ Social Security No. _____/_____/_____

 (City) (State) Zip)
 Contact in case of emergency: _____
 _____ (Name) (Relationship) (Telephone Number)
 If at present address less than a year, please give previous address:
 _____ Are you at least 18 years of age?
 (Employment is subject to verification of minimum legal age.) Yes No
 Can you produce documented proof of your identity and eligibility for employment in the United States? Yes No
 (Examples: driver's license, Social Security card, birth certificate, and/or immigration and Naturalization Service Documents)

Position(s) applied for: _____ How soon can you report to work? _____
 Type of employment desired? FT: _____ PT: _____ Salary Expectations: _____
 What days and hours, if part-time? Days: _____ Hours: _____
 *From () AM to () PM

EDUCATION

Type of School	Name/Address	Courses Majored In	Last Year Completed	Graduate or highest level completed?
High School			9 10 11 12	
College			1 2 3 4	
Business/Trade School				
Post Graduate				

*GED: Yes No Date of Completion: _____
 Have you ever worked for us before? Yes No
 Referral Source: Team Member Referral USFCU Website Newspaper Ad High School Recruitment
 College Recruitment Other: _____
 Have you ever been bonded? Yes No Have you ever been refused a bond? Yes No
 If yes, state reason and date: _____
 Have you ever been discharged or requested to resign from a position? Yes No

Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

Have you ever held a position of trust (handling money or confidential material)? Yes No

If yes, describe: _____

PRIOR WORK RECORD (Start with most recent or present employer and complete in full.)

1.	Name and Address of Most Recent Employer:		Telephone Number:
	Immediate Supervisor (Name & Position)	Date Hired:	Starting Rate:
	Job Title & Duties	Date Left:	Last Rate:
	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2.	Name and Address of Former Employer:		Telephone Number:
	Immediate Supervisor (Name & Position)	Date Hired:	Starting Rate:
	Job Title & Duties	Date Left:	Last Rate:
	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3.	Name and Address of Former Employer:		Telephone Number:
	Immediate Supervisor (Name & Position)	Date Hired:	Starting Rate:
	Job Title & Duties	Date Left:	Last Rate:
	Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please provide any additional information such as special skills, training, experience, equipment operation, or other qualifications you feel will be helpful to us in considering your application:

REFERENCES (Do not list relatives or former co-workers. Please list supervisors, managers, teachers or instructors who can attest to your work or educational experience.)		
Reference Name & Relationship:	Address:	Telephone:
Reference Name & Relationship:	Address:	Telephone:
Reference Name & Relationship:	Address:	Telephone:



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Job Applicant's Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I release past employers, all references, and any other persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains the same right."

"If I am offered employment, I agree to submit to a physical examination whenever requested, and I understand my becoming employed and/or my continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures."

"I understand that if employed, policies, and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

"I understand that this application will be kept on active status for 60 days from the date completed, after which time I would have to reapply in accordance with established company procedures."

(Signature of Applicant)

(Date)

SUPPLEMENT TO
EMPLOYMENT APPLICATION



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By my signature below, I voluntarily and knowingly agree to the following:

- a. I consent to take any physical or medical examinations, including blood and urine or other tests for illegal drugs, requested by United Southeast Federal Credit Union in connection with the processing of my application for employment if I am offered a job, and further agree to take any such physical or medical examinations requested by the company during my employment if I accept a job. I understand that refusal to submit to any physical or medical examination ordered by the Credit Union is grounds for rejection for employment. I further understand that any information obtained through such exams may be retained by the Credit Union and is exclusively the Credit Union's Property. I also understand that the examinations will be performed by medical personnel, clinics, or laboratories qualified to do the necessary work and costs for such examinations will be borne by the Credit Union.
- b. In connection with my application for employment, I understand that investigative background inquiries are to be made on myself including consumer, criminal, former employment, and other reports. These inquiries and reports may include information as to my character, work habits, performance, and experience along with reasons for termination of past employment from previous employers. A credit report is required for all applicants to whom a conditional offer of employment has been made. I understand ongoing background checks or credit verification may occur as a condition of continued employment to provide proof of character and confirm financial stability.
- c. Federal regulations state that employees must be bondable by United Southeast Federal Credit Union's insurance company. By signing this form, I am certifying that I have not received any notification that would state that I am not bondable.
- d. I acknowledge I have read, understand and will abide by the above notice and that notice is a part of my employment application. If hired, this notice will become a part of my personnel file.

Signature

Date