



Application for Employment

Please Print

Date of Application: _____

SSN _____ - _____ - _____

Position(s) Applied for _____

Last Name _____ First Name _____ MI _____

Street Address _____
(Please provide both mailing and physical address, if different)

City _____ State _____ Zip Code _____

Home telephone _____ Alternate telephone (Work or Cell) _____

Email Address _____

How were you referred to us (Circle One) : College Advertisement Employment Agency Walk-In

By an Employee/if so, give name: _____

Please Read Carefully and Complete by Printing in Ink or Typing

AN EQUAL OPPORTUNITY EMPLOYER

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide All Information Requested

Your complete application form will be maintained in our active files for six (6) months from the date of application. You may submit a new application at any time.

Wage/Salary required: _____ Date Available: _____

Have you ever been employed here before?..... Yes No

Are you legally eligible for employment in this country? Yes No

Have you ever been bonded? Yes No

Have you ever been convicted of a crime (including traffic violations if driving is a part of the position you are applying for) ? Yes No

If yes, please explain _____

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Driver's license number _____ State _____

MILITARY RECORD:

Branch of Service _____ From _____ To _____

Present Military Affiliation: None _____ Reserve (active) _____ Reserve (Inactive) _____

EDUCATION HISTORY:

Name & Location	No. of Years Attended	Did you Graduate		Course of Study
High School				
College		Major	Degree	
Other				

PROFESSIONAL MEMBERSHIPS, CERTIFICATES OR LICENSES HELD:

SPECIAL SKILLS:

Typing: Yes _____ No _____ WPM _____ Ten Key Proficient: Yes _____ No _____

Other Office Machines/Skills: (Please List) _____

COMPUTER SKILLS:

EMPLOYMENT RECORD: Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

From	To:	Employer	Telephone: ()
Job Title		Address	
Immediate Supervisor/Title		Brief Description of Job Duties	
Starting Salary Per			
Ending Salary Per		Reason for leaving	
From	To:	Employer	Telephone: ()
Job Title		Address	
Immediate Supervisor/Title		Brief Description of Job Duties	
Starting Salary Per			
Ending Salary Per		Reason for leaving	
From	To:	Employer	Telephone: ()
Job Title		Address	
Immediate Supervisor/Title		Brief Description of Job Duties	
Starting Salary Per			
Ending Salary Per		Reason for leaving	
From	To:	Employer	Telephone: ()
Job Title		Address	
Immediate Supervisor/Title		Brief Description of Job Duties	
Starting Salary Per			
Ending Salary Per		Reason for leaving	
From	To:	Employer	Telephone: ()
Job Title		Address	
Immediate Supervisor/Title		Brief Description of Job Duties	
Starting Salary Per			
Ending Salary Per		Reason for leaving	

May we contact your present employer?..... Yes No

REFERENCES: List past supervisors and persons not related to you who have knowledge of your qualifications for the position for which you are applying.

Name & Address	Relationship/Title	Years Known	Telephone

What appeals to you most about becoming a member of our staff at Telco Community Credit Union?

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from Telco's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment and that my continued employment depends upon the will of Telco or myself.

Applicant's Signature _____
Date

If any of your educational or employment records are under a name other than the above, please provide other name(s):

APPLICATIONS WILL REMAIN ACTIVE FOR 90 DAYS.

**Disclosure to Employment Applicant
Regarding Procurement of Consumer and Background/Investigative Reports**

In connection with your application for employment, we may procure consumer reports including credit, criminal and bond ability, on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain investigative/background reports including information as to your character, general reputation, and personal characteristics. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 business days of the date on which we receive the request from you or within 5 business days of the time the report was first requested.

The Fair Credit Report Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain consumer reports and/or investigative reports about you in order to consider you for employment.

Please Print:

Applicant's Name

Applicant's Address

Signature: _____ Social Security Number _____

Please list any states you have lived in during the past ten years:

Please list any other names by which you may be known (maiden, former marriage, etc.):
