



**EMPLOYMENT APPLICATION**

NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 PHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_  
 POSITION DESIRED \_\_\_\_\_  
 Fulltime \_\_\_\_\_ Parttime \_\_\_\_\_ Temporary \_\_\_\_\_

Yes      No

- 1 Are you an adult over the age of 18 years? \_\_\_\_\_
- 2 Have you worked for this credit union before? \_\_\_\_\_
- 3 For purposes of compliance with The Immigration Reform and Control Act ,  
 are you legally eligible for employment in the United States?  
(Documentation required upon employment.) \_\_\_\_\_
- 4 Have you ever been convicted of any violation(s) of law, including moving  
 traffic violations? If Yes, please provide the following: \_\_\_\_\_  
 a. Offense: \_\_\_\_\_  
 b. Date of Charge: \_\_\_\_\_  
 c. Date of Conviction: \_\_\_\_\_  
 d. County, City, State of Conviction: \_\_\_\_\_  
(for additional convictions, use plain paper. Include all information above.)
- 5 When will you be available to start work? \_\_\_\_\_

**EDUCATION**

	<i>Name and Address</i>	<i>Major</i>	<i>Degree/Diploma</i>
High School	_____	_____	_____
College	_____	_____	_____
	_____	_____	_____
Trade or Business School	_____	_____	_____
	_____	_____	_____

**SPECIAL SKILLS AND QUALIFICATIONS:** List job-related licenses, skills, training, honors, awards and special accomplishments. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EMPLOYMENT HISTORY:** Start with present or last position.

1 Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Duties \_\_\_\_\_  
Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2 Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Duties \_\_\_\_\_  
Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3 Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Duties \_\_\_\_\_  
Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

4 Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor \_\_\_\_\_ Phone \_\_\_\_\_  
Position \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Duties \_\_\_\_\_  
Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**MAY WE CONTACT YOUR PRESENT EMPLOYER:** Yes No

**REFERENCES** (excluding relatives and former employers)

1 *Name/Title* \_\_\_\_\_ *Address & Phone* \_\_\_\_\_ *Occupation* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 *Name/Title* \_\_\_\_\_ *Address & Phone* \_\_\_\_\_ *Occupation* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3 *Name/Title* \_\_\_\_\_ *Address & Phone* \_\_\_\_\_ *Occupation* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME OR FOR DISCHARGING ME.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_