



1st Community Federal Credit Union

APPLICATION FOR EMPLOYMENT

We appreciate your taking the time to apply for employment with 1st Community Federal Credit Union. **Please fill out the attached application form completely leaving no unanswered questions, blank spaces, omissions, or refer to resume instructions.** This will ensure that your application can be processed correctly by our Human Resources Department.

Thanks again for considering employment opportunities with 1st Community Federal Credit Union.

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

	Dates Employed		
	From	To	Summarize the nature of the work performed and job responsibilities
Employer:			
Address:	Hourly Rate/Salary		
Telephone: ()	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Final		
May we contact for reference? ___Yes ___No ___Later	\$	Per	
	Dates Employed		
	From	To	Summarize the nature of the work performed and job responsibilities
Employer:			
Address:	Hourly Rate/Salary		
Telephone: ()	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Final		
May we contact for reference? ___Yes ___No ___Later	\$	Per	
	Dates Employed		
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Immediate Supervisor and Title	\$	Per	
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	Dates Employed		
	From	To	Summarize the nature of the work performed and job responsibilities
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Address:	Hourly Rate/Salary		
Telephone: ()	Starting		
Immediate Supervisor and Title	\$	Per	
Reason for leaving	Final		
May we contact for reference? ___Yes ___No ___Later	\$	Per	

Comments (including explanation of any gaps in employment)

Skills and Qualifications- Summarize any special training, skills, licenses, certificates and/or characteristics of you that may qualify you being able to perform job-related functions for the position which you are applying.

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable)					
A. School	B. Years completed	Degree Diploma	GPA Class Rank	E. Major	E. Minor

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List names and telephone numbers of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status). _____

List any additional information you would like us to consider. _____

It is understood and agreed upon that any misrepresentations by me on this application will be sufficient cause for cancellation of this application and/or separation from the Credit Union's service if I have been employed.

I authorize the schools, references, and my prior employers listed in my employment application submitted to 1st Community Federal Credit Union (the "Credit Union"), to provide my record, reason for leaving, and all other information they may have concerning me.

I further consent to the Credit Union requesting and obtaining consumer, peer and credit reports on me from any consumer reporting agency it selects.

I release all mentioned parties and the Credit Union from any and all liability or claims for damage whatsoever that may result from the disclosure to the Credit Union and its agents and representatives of any such records or information.

The Credit Union is an Equal Opportunity Employer. The Credit Union does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing an applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Credit Union and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand just as I am free to resign at any time, the Credit Union reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Credit Union has the authority to make any assurances to the contrary.

I understand it is the Credit Union's policy not to refuse to hire a qualified individual with a disability because of this person's need to an accommodation that would be required by the ADA.

Dated: _____ Signature of Applicant: _____

EMPLOYMENT QUESTIONNAIRE

Thank you for completing our employment application. Please take a few extra minutes to answer the following questions. This will enable us to process your application more thoroughly.

1. Does this application contain the correct phone number where we can contact you?
2. Are you able to fulfill the scheduling requirements of this position? Scheduling requirements include being at work on time and available to work the shift for which you are applying.
3. If you are not completing an application for a particular position, what shifts/days do you prefer to work?
4. Have you ever been fired or asked to leave a job? If yes, please explain.
5. If hired, will you be working at another job or going to school while working here?
6. If hired, how long are you planning on staying in this job?

Your cooperation has been greatly appreciated.



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I, _____, authorize 1st Community Federal Credit Union, at its option, to obtain consumer, peer, credit, and Chex Systems reports from any consumer reporting agency it selects for purposes of employment with the Credit Union. If denied employment based on the results of such searches, I understand that a copy of the report will be sent to me.

Signature: _____ Date: _____