



540.644.9515, ext. 1313

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, or marital or veteran status.

(Please print)

Date of Application _____

Name: _____

Social Security # _____

Present Address: _____

Telephone # _____

City, State, Zip: _____

How long at this address? _____

Previous Address: _____

City, State, Zip: _____

What type employment will you consider? Full time _____ Part time _____ Temporary _____ First available _____

Position applied for: _____

When would you be able to begin? _____ Salary or Hourly Wage Requirement: _____

Have you ever been a member of the armed services of the United States? _____ Yes _____ No

If so, did your military experience have any relationship to the position for which you have applied? Explain:

Were you ever employed by a Credit Union before? If so, give name of credit union, positions held and dates: _____

Have you ever been convicted of a felony, including crimes of moral turpitude? _____ Yes _____ No (A yes answer will not necessarily be grounds for rejection. The relationship between the type, number and relatedness of convictions will be considered.) If so, when, where, and disposition of conviction? _____

Have you ever been denied Fidelity Bond Coverage? _____ Yes _____ No If yes, give approximate date and circumstances.

List volunteer positions held (Church, Credit Union, civic, etc.) _____

Employment Experience

Start with your present employer or last job. If you need additional space, please continue on a separate sheet of paper.

Are you employed at the present time? Yes _____ No _____ If so, may we contact your present employer? Yes _____ No _____

| Employer Telephone () - | Dates Employed | | Describe Job Duties |
|--|-----------------------|--------|---------------------|
| | From | To | |
| Employer Address | | | |
| Job Title | Hourly Rate or Salary | | |
| Supervisor | Starting | Ending | |
| Reason for Leaving | | | |

| Employer Telephone () - | Dates Employed | | Describe Job Duties |
|--|-----------------------|--------|---------------------|
| | From | To | |
| Employer Address | | | |
| Job Title | Hourly Rate or Salary | | |
| Supervisor | Starting | Ending | |
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| Employer Address | | | |
| Job Title | Hourly Rate or Salary | | |
| Supervisor | Starting | Ending | |
| Reason for Leaving | | | |

Special Skills and Qualifications -

Summarize special skills and qualifications acquired from employment or other experience _____

Record of Education

| School | Name and Address of School | Course of Study | Circle Last Year Completed | Did You Graduate Circle One | List Diploma or Degree Achieved |
|--------------------|----------------------------|-----------------|----------------------------|-----------------------------|---------------------------------|
| Elementary /Middle | | | 5 6 7 8 | Yes | |
| | | | | No | |
| | | | | | |
| High | | | 9 10 11 12 | Yes | |
| | | | | No | |
| | | | | | |
| College | | | 1 2 3 4 | Yes | |
| | | | | No | |
| | | | | | |
| Other (Specify) | | | 1 2 3 4 | Yes | |
| | | | | No | |
| | | | | | |

Check any of the following skills in which you believe yourself trained and/or experienced:

- (1) Keyboarding-Speed
- (2) Accounting/Bookkeeping
- (3) Shorthand-Speed
- (4) Data Processing Operator
- (5) Personal Computers
- (6) Financial Auditing
- (7) Marketing.....
- (8) Facsimile.....
- (9) Teller/Cash Handling
- (9) Collections
- (10) Lending.....

List computer programs that you are especially **ADVANCED** in. _____

List any hobbies and special interests you wish to share. (Optional field) _____

If a report is obtained from a consumer reporting agency or your creditors and your employment is not successful either in whole or in part because of information obtained in the report, you will be so advised and supplied with the name and address of the consumer reporting agency making the report.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that an offer of employment by the Credit Union is not for any specific duration and that employment based on this application is mutually terminable at will by either the employee or employer and that no contract of employment for a specific duration, either expressed or implied, is intended. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand and agree that I am required to abide by all rules and regulations of the credit union.

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I certify that answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date

Use this space for additional information:

| For Personnel Department Only | | | | | |
|-------------------------------|--------|--------|-----------|-----|----|
| Contact for Interview | Yes | No | | | |
| Interviewer Remarks: | | | | | |
| | | | | | |
| | | | | | |
| Offer of Employment Made | Yes | No | Accepted: | Yes | No |
| Rate of Pay Offered: \$ | Hourly | Salary | Position: | | |
| Interviewed by: | | | Date: | | |