

# Chessie Federal Credit Union

Employment Application

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a non-related medical condition or disability. All questions must be answered and application signed. Any application that provides unrequested information will be automatically rejected.

Position(s) Applied for \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Referral Source:  Advertisement  Employee  Relative  Walk-In  
 Government Employment Agency  Private Employment Agency  
 Internet  Other \_\_\_\_\_

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address? \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address? \_\_\_\_\_

Phone Number: \_\_\_\_\_ If necessary, best time to call you at home: \_\_\_\_\_

What date are you available for employment?	Date:			
Type of employment desired: (check all that apply)	Full time	Part time	Temporary	Seasonal
Are you able to work overtime if required?		Yes	No	
Are you able to meet the attendance requirements of the position?		Yes	No	
Have you previously applied for a position at Chessie FCU?		Yes	No	When?
Have you previously worked at Chessie FCU?		Yes	No	When?
Have you ever been bonded?	Yes	No	If yes, with what employers?	
Are you eligible to work in the United States? (Proof of eligibility will be required before you can be employed.)		Yes	No	

Are you presently on layoff and/or subject to recall from any other company? Yes No  
If yes, please explain:

Have you ever been convicted of or pleaded guilty to a felony in the past seven years? Yes No  
If yes, please explain: (give date, location, charge, etc.)

(Conviction will not necessarily disqualify you for employment)

If the job requires, do you have a valid driver's license? Yes No  
DL# \_\_\_\_\_ Type: \_\_\_\_\_ State of Issue \_\_\_\_\_

Have you had any moving violations in the past 3 Years?  
If yes, please describe

Do you have any relatives currently employed by Chessie FCU? Yes No  
If yes, please list: \_\_\_\_\_  
If you are under 18, can you furnish a work permit? Yes No

**Person to be contacted in case of an emergency:** Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Educational Background:

Type of School	Name/City	How Many Years Attended	Graduated	Course or Major
High School		1 2 3 4	Yes No	
College			Yes No	
Post Graduate			Yes No	
Business or Trade			Yes No	
Other				

## Employment History:

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer:	Telephone:	<u>Dates Employed</u> Month & Year		Summarize the nature of the work performed and job responsibilities
		From	To	
Address:				
Job Title:		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title:		\$ Per		
Reason for leaving:		<u>Hourly Rate/Salary</u> Final		
May we contact for reference / verification? Yes No Later		\$ Per		
Employer:	Telephone:	<u>Dates Employed</u> Month & Year		Summarize the nature of the work performed and job responsibilities
		From	To	
Address:				
Job Title:		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title:		\$ Per		
Reason for leaving:		<u>Hourly Rate/Salary</u> Starting		
May we contact for reference / verification? Yes No Later		\$ Per		
Employer:	Telephone:	<u>Dates Employed</u> Month & Year		Summarize the nature of the work performed and job responsibilities
		From	To	
Address:				
Job Title:		<u>Hourly Rate/Salary</u> Starting		
Immediate Supervisor and Title:		\$ Per		
Reason for leaving:		<u>Hourly Rate/Salary</u> Starting		
May we contact for reference / verification? Yes No Later		\$ Per		

Comments and other skills and qualifications (including explanation of any gaps in employment):

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## References:

List name and telephone number 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, whom have knowledge of your work ethic, experience and abilities.

Name	Telephone	Years known	Relationship

I certify that the facts contained in this application are true and complete. Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.

I understand that, if employed, my employment is not guaranteed for any term, and my employment may be terminated by the employer or myself at any time and for any reason with or without prior notice. No representative of Chessie FCU other the owner(s) is authorized to make any assurance or promise of continued employment and any such assurance must be in writing signed by the owner(s).

If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, and rules of conduct of Chessie FCU.

This application will remain on active file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file. If I am not hired or have not heard from this employer within 60 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with Chessie FCU.

I give the employer and/or it's agents, including consumer reporting bureaus, the right to investigate any and all statements made in this application for the purpose of employment and retention of employment. This investigation may include, but not limited to, credit reports, criminal conviction records, motor vehicle driving records and previous employment history. Further, I hereby release from liability and hold harmless this employer, its' representatives, all persons and organizations/companies for furnishing such information.

If required, I agree to a drug testing prior and during employment or for post accident occurrences.

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

NOTICE: This is to inform you that as part of processing your employment application, we may obtain a consumer report and/or an investigative report which includes information as to your character, general reputation, personal characteristics and mode of living. If an investigative report is requested, you have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. Be signing below, you acknowledge receipt of a copy of this notice and a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_