

# Employment Application



An equal opportunity employer

**Instructions: Please answer all questions carefully and completely. Type or print all information clearly. We appreciate your interest in our organization and are sincerely interested in your qualifications.**

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Home & Cell Phone \_\_\_\_\_ / \_\_\_\_\_ Email \_\_\_\_\_

Work Phone \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_  
(optional) To be used for background check only.

Position Applying for: \_\_\_\_\_

Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Are you authorized to work in the U.S.?  
**Yes or No**

Have you ever worked for this company?  
**Yes or No**

Do you have relatives employed here?  
**Yes or No**

Will you be able and willing to travel as needed by the job?  
**Yes or No**

Have you ever had Bond coverage revoked, modified, or an application declined?  
**Yes or No**

**Please check the machines you can operate with or without reasonable accommodation (relating to the position you are applying for):**

Personal Computer \_\_\_\_ Type \_\_\_\_\_  
10 Key calculator \_\_\_\_  
Switchboard \_\_\_\_  
Typewriter \_\_\_\_  
Other (explain) \_\_\_\_\_

Are there any other experiences, skills, or qualifications you feel would especially fit you for work with our organization?

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IBEW & United Workers Federal Credit Union is an equal opportunity employer and does not discriminate based on race, age, gender, color, religion, marital status, national origin, disability, or veteran status. The following information is requested solely to help match your skills with positions that may be available and to provide reasonable accommodations when appropriate.

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes or No

Who referred you?

An Employee \_\_\_\_

State Agency \_\_\_\_

Newspaper \_\_\_\_

Walk In \_\_\_\_

Other \_\_\_\_

Response to education is optional unless required by job.

Do you have references available if requested? Yes or No

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO  
  Degree: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

### **Please read before signing**

All qualified applicants will receive consideration for employment without regard to race, sex, color, national origin or ancestry, age, disability, marital or veteran status, religion, or any other class or characteristic protected by Federal, State or Local Law. No information on this application will be used for unlawful discrimination.

I certify that the information contained in this application is true and complete to the best of my knowledge, and I understand that any false statements on this application may result in disqualification from further consideration or dismissal from employment. I understand that receipt of this application by IBEW & United Workers Federal Credit Union does not guarantee a job interview or offer of employment.

I authorize investigation of all statements contained herein and the references, schools, and employers above may give IBEW & United Workers Federal Credit Union all information concerning my previous employment and education, and any other pertinent information they may give me, personal or otherwise. I hereby release and agree to hold harmless all such persons and their agents, employees, officers and representatives, and IBEW & United Workers Federal Credit Union from all liability for any damage that may result from disclosing or utilizing such information.

In processing this application, the Credit Union may request that an investigative consumer report and employment credit check be prepared, which may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period to receive detailed information about the nature and scope of this investigative consumer report.

I also understand that no representative of IBEW & United Workers Federal Credit Union has any authority to enter any agreement for employment for any guaranteed period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by the Chief Executive Officer of IBEW & United Workers Federal Credit Union.

I agree to conform to the rules and policies of the Credit Union. I understand that any employment offered to me by the Credit Union is conditional upon proof of my identity and that I am eligible to work in the United States. I also understand that employment is not guaranteed for any length of time, and that either IBEW & United Workers Federal Credit Union or I may terminate the employment relationship at any time, within the provisions of the Credit Union's collective bargaining agreement with its employees.

I hereby acknowledge that I have read and understand the above statement.

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

\_\_\_\_\_  
Date