

APPLICATION FOR EMPLOYMENT



4495 CROSSINGS BLVD
PRINCE GEORGE, VA 23875

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

PLEASE PRINT OR TYPE

Date of Application: _____

Name: _____

Present Address: _____

Telephone Number: _____

City & State: _____

How long at this address? _____

Previous Address: _____

City & State: _____

What type of employment will you consider? [] Full time [] Part time [] Temporary

Position applied for: _____

What type of work do you prefer? _____

When would you be available to begin work? _____

Have you ever been a member of the armed services of the United States? _____

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

Would you be willing to travel if the job requires it? _____

Were you ever employed in Credit Union work? _____

If so, give name of Credit Union, position(s) held, and dates: _____

Why did you leave Credit Union work? _____

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 - date, location, and disposition of conviction? _____

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

List Volunteer experiences which relate to the job for which you are applying: _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year	Did You Graduate?	List Diploma or Degree
Elementary			5 6 7 8	Yes	
				No	
High			1 2 3 4	Yes	
				No	
College			1 2 3 4	Yes	
				No	
Other (Specify)			1 2 3 4	Yes	
				No	

What software applications are you familiar with (i.e., WordPerfect, MS Office, Lotus 1-2-3, Paradox)? _____

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

- | | |
|-----------------------------|--------------------------|
| 1. Typewriter (speed) _____ | 6. E.D.P. _____ |
| 2. Shorthand (speed) _____ | 7. Auditing _____ |
| 3. Personal Computers _____ | 8. Marketing _____ |
| 4. Bookkeeping _____ | 9. Public Speaking _____ |
| 5. Accounting _____ | |

EMPLOYMENT EXPERIENCE

Start with your present 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

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

SPECIAL SKILLS & QUALIFICATIONS

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

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

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that, if employed, false statements or omissions made by me in the application process are grounds for dismissal upon discovery thereof. If employed, I understand that my employment and compensation are at will and can be terminated with or without cause, and with or without notice, at any time, at the option of either Fort Lee Federal Credit Union or myself. I understand that no one other than the President of Fort Lee Federal Credit Union has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing. In consideration of my employment, I agree to abide by Fort Lee Federal Credit Union rules and regulations as currently stated or developed or revised in the future. I understand that Fort Lee Federal Credit Union may use a consumer report or an investigative consumer report which involve a check on job references and which may bear on an individual's credit worthiness, character, general reputation, personal characteristic, and mode of living, whichever may be applicable. I acknowledge that my rights and responsibilities concerning such inquiries have been provided to me by way of separate disclosure document(s) during the application process. I authorize my former employer(s) to give information concerning my employment to Fort Lee Federal Credit Union and hereby release my former employer(s), their respective employee, agents, successors, and assigns from any liability whatsoever as a result of their disclosures.

Signature of Applicant

Date

Please use this space for any additional information.

For Personnel Department Use Only

Arrange Interview **Yes** **No**

Remarks _____

Employed **Yes** **No**

Date of Employment _____

Job Title _____ **Hourly Rate/Salary** _____ **Department** _____

By _____

Name

Date