



4495 Crossings Boulevard
 Prince George, VA 23875
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 fortleeecu.org

Application for Employment

Fort Lee Federal Credit Union provides equal employment opportunity to all qualified persons regardless of race, color, religion, age, genetics, gender, sexual orientation, gender identity, national origin, disability, veteran status or other classification protected by law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

PLEASE TYPE OR PRINT NEATLY

Referral Source

How did you learn about a career at Fort Lee FCU?

- Call/walk-in
 Relative
 Friend
 Fort Lee FCU employee (name): _____
 Social Media
 Google Search
 Fort Lee FCU website
 Community event/job fair (where): _____
 Online job site (name): _____
 Other (explain): _____

Personal Data

Last name: _____ First name: _____ MI: _____ Date: _____
 Street address: _____ City/State/Zip: _____
 Mailing (if different): _____ City/State/Zip: _____
 Email: _____ Primary Ph: _____ Secondary Ph: _____

Have you ever **received** Fidelity Bond coverage? YES NO
 Have you ever been **denied or revoked** Fidelity Bond coverage? YES NO If YES, give approximate date and explain:

Have you ever been convicted of a felony, including crimes of moral turpitude? YES NO
 If YES, provide date, location, and disposition of conviction. (A "Yes" answer will not necessarily be grounds for rejection.
 The relationship between the type, number, and relatedness of convictions will be considered.)

Please Note

During the final application process, you will be required to:

- submit your social security number for a background and criminal conviction check
- provide verification of your legal right to work in the United States as required by the Immigration Reform and Control Act (IRCA).

Have you ever served in the armed forces? YES NO If YES, which branch? _____ Years served: _____
 Have you ever worked for a credit union? YES NO If YES, which one? _____ When? _____
 Do any of your family members work/volunteer at Fort Lee FCU? YES NO If YES, give name and relation: _____

Desired Employment

Position(s) applying for: _____ When can you start? _____
 Type of employment desired: Full time Part time Temporary Salary/wage desired: _____/year _____/hour
 Could you work a flexible schedule, including some Saturdays? YES NO Would you be willing to travel if the position requires it? YES NO
 Have you ever applied to work at Fort Lee FCU before? YES NO Would you consider another position with Fort Lee FCU? YES NO

Educational Background

Type of school	Name of school, city, state	Major/minor (where applicable)	No. years completed	Did you Graduate?	Degree/ Certificate
High School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Technical School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Other				<input type="checkbox"/> YES <input type="checkbox"/> NO	

Employment History

Starting with your most recent position, please complete the following information. You may reference your resumé for additional details on job duties.

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO →	If NO, explain:	

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO →	If NO, explain:	

Employer name:		Dates employed: From To		Job duties/responsibilities:
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Job Title:		Salary/hourly wage: Starting Final		
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Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO →		
				If NO, explain:

Additional Skills/Qualifications

List and/or describe any additional experience, skills, qualifications and/or awards received that may be relevant to the desired position.

Employment Gaps

Explain any periods that you were not working or attending school.

Personal References

Provide the following information on three individuals for reference to whom you are NOT related, have known for at least ONE YEAR, and that we may contact.

Name	Address	Email address	Phone

Applicant Agreement

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.

Applicant Signature

Date