

# Application For Employment

## Central Sunbelt Federal Credit Union

1506 Congress Street

PO Box 2457

Laurel, MS 39442

Phone: (601) 649-7181

Fax: 601-425-2164

Date \_\_\_\_\_

We request the following information to help us make the best possible placement. You should complete all portions of this application that pertain to you. We appreciate the time you spend in completing this form.

If offered employment and accepted, you are required by law to show proof of eligibility to work in the USA.

If offered employment and accepted, you are required by law to show you are 18 years of age or over.

Name \_\_\_\_\_ Former Name \_\_\_\_\_  
LAST FIRST MI

Home Telephone No. \_\_\_\_/\_\_\_\_/\_\_\_\_ Alternate Telephone No. \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Do you have any relatives in our employment?  Yes  No If so, please list: \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If Yes, give date: \_\_\_\_\_

Referred by to this company by: \_\_\_\_\_

Position for which you are applying \_\_\_\_\_ Salary Desired \_\_\_\_\_

Employment Preference:  Full time  Part time Date available \_\_\_\_\_

Summer  Temporary Dates/Hours available \_\_\_\_\_

### Education - Military Training

Name	Address	Major Course/ Subject	Circle Last Year Completed	Did You Graduate?	Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate Studies			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you currently pursuing further studies?  Yes  No

If so, what courses and when? \_\_\_\_\_

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**Machine Operation:** Check which machines you can operate:

- |  |  |
|--|--|
| <input type="checkbox"/> Adding Machine/Calculator     | <input type="checkbox"/> Switchboard           |
| <input type="checkbox"/> Data Entry Terminal _____ kph | <input type="checkbox"/> Dictaphone            |
| <input type="checkbox"/> Personal Computer             | <input type="checkbox"/> Other (Specify) _____ |
| _____  | _____  |

Can you travel if job requires it:    Yes    No

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**References:**

Please list names, addresses and phone numbers of two work references.

_____	_____
_____	_____
_____	_____

Phone no. \_\_\_\_ / \_\_\_\_\_      Phone no. \_\_\_\_ / \_\_\_\_\_

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**ADDITIONAL COMMENTS - OPTIONAL:** Use the space below to describe your interest in the companies and the skills and experience that you feel qualify you for a position with us. You may wish to include participation in professional societies and/or special training or skills. Do not list organizations which reveal race, creed, color, national origin, age or sex.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**~PLEASE READ CAREFULLY BEFORE SIGNING~**

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation, or political beliefs, etc. as prohibited by Federal or State Laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Central Sunbelt FCU does not guarantee a job interview or offer of employment.

I voluntarily grant Central Sunbelt FCU the right to investigate and verify the information and statements I have provided in this application.

I understand the employment that may be offered is not guaranteed for any particular length of time and that either Central Sunbelt FCU or I remain free to terminate the relationship at any time.

I certify that the statements I have made on this application are true. I understand that falsification of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

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APPLICANT'S SIGNATURE

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DATE SIGNED

**Employment History:\***

Please list below present and past employment, to include military service, *beginning with the most recent*. Please complete *all* items and be specific.

If you have a resume, attach it to the application. Please complete information on the application that is not supplied on the resume.

<b>1</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>2</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>3</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

<b>4</b> Company	Address	Telephone
Dates Employed From:            To:	Salary Starting:        Leaving	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving

May we contact the above employers for reference checking purposes? \_\_\_\_\_

Please identify by number any employer you do *not* wish us to contact? \_\_\_\_\_

# ATTACHMENT 1

## APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION: CONSUMER CREDIT CHECK

PLEASE READ CAREFULLY

We warmly welcome your application with Central Sunbelt Federal Credit Union (hereinafter referred to as Credit Union). We are proud that our success is because of the quality and effort of our employees. You are applying for a position with a clear degree of financial responsibility. To ensure the excellence we require, the Credit Union is asking you to consent to and authorize a pre-employment verification of your background, including, but not limited to, information submitted on your application and/or resume.

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for discipline through and including termination.

I authorize the Credit Union to obtain from a consumer reporting agency a report on my qualifications for employment. I understand that this inquiry is designed to produce information on my financial and personal background which is related to the work I am or will be doing. I understand that the Credit Union may now, or at any time while I am employed, conduct a verification of my credit history.

I have read and understand this release and consent, and I authorize the credit check, and I have been advised that this type of report is a normal part of the employment application process for the position for which I have been offered a contingent offer of employment.

Applicant Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_