

---

# Application for Employment

---

Southland FCU is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, sexual orientation, gender identity, pregnancy (current, past, or potential), national origin, union membership, age, protected veteran or military status, disability, genetic status, or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact a representative of the Credit Union.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

## Employee Information

Full Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Have you filed an application here before? ☐ Yes ☐ No If yes, give date: \_\_\_\_\_

Have you been employed here before? ☐ Yes ☐ No If yes, give date: \_\_\_\_\_

Are any of your relatives presently employed with the Company? ☐ Yes ☐ No If yes, please provide names of relatives, their positions, and departments. \_\_\_\_\_

Are you employed now? ☐ Yes ☐ No Date available for work: \_\_\_\_\_

Wage expected: \_\_\_\_\_ per ☐ Hour ☐ Month ☐ Year

Are you available to work? ☐ Full time ☐ Part time ☐ Shift work ☐ Temporary

Are you fluent in any foreign language (if job related)? If yes, please list. \_\_\_\_\_

Are you over the age of 18? ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor that has not been annulled, expunged, or sealed by a Court? ☐ Yes ☐ No If yes, please explain and state the county and state of your conviction. \_\_\_\_\_

**EDUCATION**

	High School	College/University	Graduate/Professional
School Name:			
Diploma/Degree:			
Honors Received:			
Describe Course of Study:			

**EMPLOYMENT EXPERIENCE**

List all your work experience, including military and voluntary service assignments. **Start with your present or last job.** Attach an additional sheet if necessary.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Other Compensation (Bonus, commission, incentive pay) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No If no, why not? \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Other Compensation (Bonus, commission, incentive pay) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No If no, why not? \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Other Compensation (Bonus,  
commission, incentive pay) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No If no, why not? \_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_  
Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_  
Other Compensation (Bonus,  
commission, incentive pay) \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
May we contact this employer? ☐ Yes ☐ No If no, why not? \_\_\_\_\_

### SKILLS/TRAINING

Please summarize your job-related skills or specialized training:

---

---

---

---

---

---

---

---

List job related professional, trade, business, or civic associations and any offices held. (Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

---

---

---

---

---

---

---

List job-related special accomplishments, publications, and awards. (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

---

---

---

---

---

---

---

List any additional information you would like us to consider.

---

---

---

---

---

---

---

**REFERENCES**

Give the name and telephone number of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name	Company	Job Title	Work Phone	Other Phone

## ACKNOWLEDGEMENTS AND CONSENT

**Accuracy of Information.** I certify that the information in this application is correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

**Information Release.** I authorize the Credit Union to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, criminal convictions, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals or companies for any damages arising from furnishing the requested information to the Credit Union. I also release the Credit Union and those Credit Union employees performing these checks from all liability that might result from checking such references and obtaining such information. **Note:** Background checks, including driving record, credit, and criminal convictions, will only be performed when job related and consistent with business necessity. Criminal convictions do not automatically disqualify applicants from consideration.

**Application Status.** I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from the Credit Union and still wish to be considered for employment, it will be necessary to fill out a new application.

**AT-WILL EMPLOYMENT.** I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT AT THE CREDIT UNION IS "AT-WILL" AND MAY BE TERMINATED BY ME OR BY THE CREDIT UNION AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR PRIOR NOTICE. I UNDERSTAND THAT NO EMPLOYMENT OFFER IS BEING MADE BY THE CREDIT UNION AT THIS TIME. I ALSO UNDERSTAND THAT NOTHING IN THIS APPLICATION IS INTENDED TO IMPLY OR CREATE AN EMPLOYMENT CONTRACT AND THAT NO CREDIT UNION REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

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