



**Employment Application**  
*We are an Equal Opportunity Employer*

**Application must be completed in its entirety, including applicant signature. Please complete application electronically OR print in blue or black ink.**

Today's Date: \_\_\_\_\_

**Applicant Information**

Name (first, middle, last)	Date available to work
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Address (street, city, state, zip code)

Phone Number	When is the best time to contact you?
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Are you legally authorized to work in the U.S.?       Yes       No  
 (If hired, you will be required to provide proof of work authorization)

Are you at least 18 years old?       Yes       No  
 If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.

Have you ever pleaded "guilty" or "no contest" or been convicted of a crime?       Yes       No  
 If yes, please explain 1) nature of crime, 2) date of conviction, and 3) state and county in which convicted. (A conviction will not necessarily bar you from employment. You should not disclose any information regarding criminal records that have been sealed.)

Have you ever applied at this company before?  
 Yes       No      If yes, when?

Have you ever worked at this company before?  
 Yes       No      If yes, when?  
 Under what name:

Will you travel if job requires it?  
 Yes       No

Will you work overtime if required?  
 Yes       No

If they have been explained to you, are you able to meet the attendance requirements of the position?  
 Yes       No       N/A

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.  
 Yes       No       Need more information about the job's "essential functions" to respond.

**Position Information**

Part-Time or Full-Time Desired	Position Applying For	Desired Compensation	Potential Start Date
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How were you referred to the company?       Agency                       Walk-In                       Internet  
 Newspaper                       School                       Friend/Relative  
 Other                       ONE FCU Employee: \_\_\_\_\_

**Education Information**

School	Name and Location (city, state)	No. Years Attended	Major Subjects	Diploma or Degree Received
High				<input type="radio"/> Yes <input type="radio"/> No
College				<input type="radio"/> Yes <input type="radio"/> No
Graduate				<input type="radio"/> Yes <input type="radio"/> No
Other (specify)				<input type="radio"/> Yes <input type="radio"/> No

**Additional Skills / Training Information**

Course/Seminar	Sponsoring Organization	Content	Date (s) Attended

If relevant, please describe word-processing speed, software knowledge, and office equipment experience.

Please list other valuable skills you possess that would be valuable to the company.

**Required / Additional License (s)**

If required to drive a motor vehicle for the job applying for:

Driver's license number	State issued	Expiration date
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Do you have additional license(s) / have certifications which will assist in the job?       Yes       No

Registration or License Number	State issued	Expiration date
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Please explain:

**Employment History (Start with most recent; use separate sheet if necessary)**

Name of Employer		Telephone (    )	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Compensation –Start		End	Reason for leaving
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Name of Employer		Telephone (    )	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Compensation –Start		End	Reason for leaving
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Name of Employer		Telephone (    )	
Address			
Job Title		Employment Dates (month and year)	
Name of Immediate Supervisor		From	To
Description of Duties			
Compensation –Start		End	Reason for leaving
If currently employed, may we contact as a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Are you currently on “lay-off” status and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No	
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**Employment References (List individuals familiar with your job qualifications, other than relatives or personal friends)**

Name	Day Telephone (    )
Address	Evening Telephone (    )
Relationship	How long known?
Name	Day Telephone (    )
Address	Evening Telephone (    )
Relationship	How long known?
Name	Day Telephone (    )
Address	Evening Telephone (    )
Relationship	How long known?

**Please Read Carefully Before Signing This Form**

1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.
2. I authorize the company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or my employment.
3. I understand that upon receiving a job offer, a physical examination and drug screening may be required. (Note: If this is a job requirement, you will be notified).
4. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.
5. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment it will be necessary for me to reapply and fill out a new application.
6. This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or member). The Company takes all complaints of harassment seriously and all complains will be investigated promptly thoroughly.
7. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contact of employment. I understand that employment at the company is an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contact. I further understand that no company employee or representative has the authority to enter into a contact regarding duration or terms and conditions of employment other than an officer or official of the company, and then only by means of a signed, written document.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your interest in our company • The ONE Federal Credit Union is an Equal Opportunity Employer.**