



ONE FCU Employment Application
We are an Equal Opportunity Employer

Important: Incomplete information may disqualify you from further consideration. Please complete all fields, including **applicant signature** and **desired wage**. Sections marked with ** (double asterisk) are required.

APPLICANT INFORMATION **	
Full Name	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Email Address	Phone Number
Address (street, city, state, zip)	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever pleaded "guilty" / "no contest" / been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Have you ever been terminated from or asked to resign by an employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
Do you have a valid Drivers License, if required to drive a motor vehicle for the job applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No	

POSITION INFORMATION **	
Position Applying For	Potential Start Date
Desired Hourly Wage / Salary**	Desired Status <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time
How did you hear about us? <input type="checkbox"/> Social Media <input type="checkbox"/> Employment Website <input type="checkbox"/> School <input type="checkbox"/> Other or ONE FCU Employee: _____	
Have you ever <u>applied</u> at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:	
Have you ever <u>worked</u> at this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No Details:	
Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Need more information about the job's essential functions to respond <small>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.</small>	

EDUCATION INFORMATION	
High School	Diploma or Degree Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
College / University	Diploma or Degree Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied / Major	Years Attended?
Trade / Business / Etc	Diploma or Degree Received? <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied / Major	Years Attended?

EMPLOYMENT HISTORY**

Name of Employer	Telephone	
Address of Employer	Job Title	
Name of Immediate Supervisor	Start Date	End Date
Reason for Leaving	Starting Wage	Ending Wage
Description of Duties		
Name of Employer	Telephone	
Address of Employer	Job Title	
Name of Immediate Supervisor	Start Date	End Date
Reason for Leaving	Starting Wage	Ending Wage
Description of Duties		
Name of Employer	Telephone	
Address of Employer	Job Title	
Name of Immediate Supervisor	Start Date	End Date
Reason for Leaving	Starting Wage	Ending Wage
Description of Duties		

REFERENCES (Not Relatives)

Name	Telephone
Relationship	How long known?
Name	Telephone
Relationship	How long known?
Name	Telephone
Relationship	How long known?

Please Read Carefully Before Signing

1. I certify that all information in this application is true and complete. I understand that any misrepresentation or omission may result in denial of employment or termination if hired. I authorize ONE Federal Credit Union to verify the information provided, contact previous employers or references, and release any information regarding my employment history. I release all parties from liability for providing such information.
2. I understand that a physical exam and/or drug screening may be required if applicable. I understand that I may be asked to sign a background check consent form or other documents necessary for employment.
3. This application is valid for 90 days. After that time, I must submit a new application to be considered.
4. ONE FCU does not discriminate based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Harassment of employees, members, or others is prohibited and will be investigated promptly.
5. I understand that this application does not create an employment contract. Employment is at-will and may be terminated by either party at any time, with or without cause or notice.

Signature of Applicant: _____ Date: _____

Thank you for your interest in ONE FCU · The ONE Federal Credit Union is an Equal Opportunity Employer