



Application for Employment

Name _____

Last
First
Middle Initial

Address _____

Street
City
State
Zip

Phone Number _____ Social Security No. _____

Position(s) Applied For _____

Would you work Full-Time _____ Part-Time _____ Specific days and hours if Part-Time _____

Minimum Salary Requirement _____ Date Available For Work _____

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. All potential employees are evaluated without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of non-job related handicap, or any other legally protected status.

- Are you over the age of 18? _____ If no, hire is subject to verification that you are of minimum legal age or presentation of required work permit.
- Are you a citizen of the U.S.? _____ If not, do you have a legal right to work and/or remain permanently in the U.S.? _____
- Have you ever been bonded? _____ If yes, on what jobs? _____
- Have you ever been convicted, pled guilty, or pled "no contest" to a felony? _____ If yes, describe in full: _____
- Do you have a valid driver's license? _____
 If yes, what is your driver's license number? _____
 In what state was your driver's license issued? _____

List below all present and past employment, beginning with your most recent

1

Company Name	Telephone
Address	Employment Dates (State Month and Year) From _____ To _____
Name of Supervisor	Starting Weekly Pay _____ / _____ Ending Weekly Pay
State Job Title and Describe Your Work _____	Reason for Leaving

2

Company Name	Telephone
Address	Employment Dates (State Month and Year) From _____ To _____
Name of Supervisor	Starting Weekly Pay _____ / _____ Ending Weekly Pay
State Job Title and Describe Your Work _____	Reason for Leaving

3

Company Name	Telephone
Address	Employment Dates (State Month and Year) From _____ To _____
Name of Supervisor	Starting Weekly Pay _____ / _____ Ending Weekly Pay
State Job Title and Describe Your Work _____	Reason for Leaving

May we contact the employers above? _____ If not, indicate by number which one(s) you do not wish us to contact and why.

Have you had a name change since you have held any of the positions listed above, which we should know about in order to verify past employment? _____ If yes, indicate by number which name you held under which position.

List any additional information you would like us to consider. _____

SKILLS & QUALIFICATIONS

Are there any special skills or qualifications you feel would especially fit you for work with our organization? If so, please summarize: _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List of Diploma Or Degree
			1	2	3	4		
High School							<input type="checkbox"/> Yes <input type="checkbox"/> No	
College							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Address	Phone	Years Known

AGREEMENT (Please read the following statements carefully)

I hereby declare the information provided by me in this Application of Employment is true, correct, and complete to the best of my knowledge. I understand that if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I understand that my employment can be terminated, with or without cause, at any time at the discretion of either the company or myself. I understand that only the Executive Committee of KUE Federal Credit Union has the authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, previous employers, my current employer (if applicable) and any organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be requested to arrive at an employment decision. I hold the prospective employer and all present or past employers free of liability for the exchange or reasonable and necessary information incident to the employment process.

You are hereby authorized to make any investigation of my personal history and financial record through any investigative or credit agencies or bureaus of your choice. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE – FOR INTERVIEWER’S USE ONLY

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK

POSITION NUMBER	RESULTS OF REFERENCE CHECK

Date Hired _____	Position _____	
Department _____	Salary/Wage \$ _____	
Full-Time _____	Part-Time _____	If Part-Time, Weekly Base Hours _____
Date Will Begin Work _____	Approved By _____	