



Position for which you are applying: _____

Location: _____

How did you become aware of the position? Ad location: _____ Other: _____

Referred by: _____

Personal Information:

Name: _____

first

last

middle initial

Address: _____

street address

apt #

city

state

zip

Contact Info: _____

primary phone number

type of phone (mobile, home)

e-mail address

Identification: _____

social security #

driver's license #

state

Employment: Are you legally eligible for employment in the US? ____ Yes ____ No

Have you ever been convicted of or had deferred adjudication for a crime? (whether felony or misdemeanor other than minor traffic violations) ____ Yes ____ No

If yes, please give date, charge, and disposition of case: _____

Are you at least 18 years of age? ____ Yes ____ No

Have you ever been declined for a bond coverage or had any bond coverage modified or revoked? ____ Yes ____ No

Are you known to school or references by another name? _____

Education: Are you currently a full- or part-time student? ____ Yes ____ No

If yes, where are you currently enrolled: _____

Name of High School: _____ Years Completed: _____

Degree or Diploma: _____

Name of College: _____ Years Completed: _____

Degree or Diploma: _____

Name of Business, Trade or Technical School: : _____

Years Completed: _____ Degree or Diploma: _____

Other special training or skills (languages, computer software, etc.), or highest degree completed:

Schedule: Work schedule preferred: ____ Full-time ____ Part-time

If part-time, which days and hours would you prefer? _____

How many hours per week? _____

Date Available to Begin Employment: _____



Work History:

Present Employer (If not currently employed, use this area for your most recent employment.)

Employment Dates	Name and Address of Employer	Rate of Pay start/finish	Supervisor's Name, Title, Phone #
Position/Work Duties:			
Reason for leaving:			

Prior Employers (past ten years)

Employment Dates	Name and address of Employer	Rate of Pay start/finish	Supervisor's Name, Title, Phone #
Position/Work Duties:			
Reason for leaving:			

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Reason for leaving:			

May we contact the employers listed above? _____ Yes. If not, indicate which one(s) you do not wish us to contact?

Briefly state your reasons for seeking employment at Doches Credit Union.



Qualifications: *You may attach a separate resume if you wish.*

What experiences or skills do you have which you feel would especially fit you for work at Doches Credit Union?

To assist us in finding the proper position for you at our Credit Union, use the space below to summarize any additional information necessary to describe your full qualifications.

Resume Attached. Yes No



Doches Credit Union Application Disclosure: Doches Credit Union is an equal opportunity employer. Discrimination in employment practices is prohibited. Employment at the Credit Union is based upon merit, ability and qualifications. No qualified applicant or employee is to be discriminated against because of race, color, religion, sex, age, national origin, citizenship, disability, veteran status, or other protected class.

Applicant Agreement: I acknowledge that consideration for employment is contingent upon successful completion of Doches Credit Union’s pre-employment screening process. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Doches Credit Union and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding upon Doches Credit Union unless made in writing.

Therefore, I authorize Doches Credit Union to (1) obtain a consumer credit report, (2) investigate the truthfulness of all statements made on this application, (3) contact my former employers and other listed references or any other persons who can verify information, (4) discuss the results of any investigation with other employees of Doches Credit Union involved in the hiring process, (5) check my criminal record and gather any information necessary to investigate my employment history, character, and qualifications, and I understand Doches Credit Union requires all employees (full and part-time) (6) be bonded by our agency. I understand that failure to qualify for this bonding precludes employment with Doches Credit Union.

I certify that the information contained 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 termination if employed. Inquiry may be made which will help determine suitability for employment and verify the information supplied. I hereby authorize the companies or persons named in this application to furnish any true information regarding my employment. In addition, I give my consent for all contacted persons, including former employers, to provide information concerning this application, and I release each such person from all liability for damages arising from furnishing the requested information to Doches Credit Union.

If employed, I understand Doches Credit Union’s policy provides that all employees who do not have individual, written employment contracts for specific, fixed terms are considered employees-at-will. Employment may be ended by Doches Credit Union without notice, at any time, and for any reason with or without cause. Employees, likewise, may terminate employment at any time, for any reason.

I understand that my signature indicates I have read and agree to the above conditions and will adhere to the above conditions throughout the duration of my employment with Doches Credit Union.

signature

date

printed name