



Date:
Job/Position you are applying for:
Available start date:

Application for Employment

Tell Us About Yourself:

Name:		Phone Number:	
Address:		Email:	
City:	State:	Zip Code:	

Have you ever worked for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working? <input type="checkbox"/> Yes <input type="checkbox"/> No
If so, when?	May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Were you referred by a current HCFCU employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, who?	Are you able to perform the essential functions of this job with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No

Hours Available to Work:

Monday	From:	To:	Friday	From:	To:
Tuesday	From:	To:	Saturday	From:	To:
Wednesday	From:	To:	Sunday		
Thursday	From:	To:			

Employment History: Starting with your present or most recent employers, list all previous employers up to 10 years. Include self-employment, military service, summer, part-time, and casual jobs. (If more space is needed, please attach a separate sheet with the information)

Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	
Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	
Company:	Phone Number:
Address:	Name of Supervisor:
Job Title:	Dates of Employment:
Reason for Leaving:	

Professional References:

Name:		Occupation:
# of Years Known:	Relation:	Contact Information:
Name:		Occupation:
# of Years Known:	Relation:	Contact information:

Education:

	Name of School, City, State	# of Years Attended	Degrees
Elementary:			
Jr. High / Intermediate:			
High School:			
College:			
Other (Trade school, etc.)			

Note:

It is the policy of this credit union to hire only U.S. citizens and noncitizens who are authorized to work in this country. (As a condition of employment, you will be required to produce original documents establishing your identity and authorization to work, and to complete the U.S. Immigration and Naturalization Service's Form I-9).

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any/all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test. _____
Applicant's initials

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason. _____
Applicant's initials

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. _____
Applicant's initials

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal. _____
Applicant's initials

If hired, I agree to abide by all the rules and policies of the employer. _____
Applicant's initials

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that my application will not be considered if it is incomplete. Further, I understand that any misrepresentation or omission when discovered, will subject me to discharge and I hereby authorize any investigation of the above or related work experience, education, or reputation information for purposes of consideration of my application for employment.

This application is not a contract and cannot create a contract. I understand that if I am employed, my employment is "at will" and can be terminated at any time, either by myself or the credit union, with or without cause or reason and with or without notice.

_____ Application Date _____ Applicant's Signature