

# APPLICATION For Employment



PO Box 22030 • Tempe, AZ 85285-2030

Print the following application, complete the information and fax to (480)756-4681, or mail to address above. ATTENTION: Pat Richardson

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Equal Opportunity  
**EMPLOYER**

## Important Notice...

Failure to complete all information, may result in immediate rejection of your application.

### PERSONAL HISTORY (Please Print Clearly)

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle-Full) \_\_\_\_\_

Present Home Address (Number): \_\_\_\_\_  
(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Home Address (Number): \_\_\_\_\_  
(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_ How Long? \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Best Time to Call: A.M./P.M.? \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Best Time to Call: A.M./P.M.? \_\_\_\_\_

Cell or Pager Number: \_\_\_\_\_ Best Time to Call: A.M./P.M.? \_\_\_\_\_

### SCHEDULING AVAILABILITY

I am interested in:

- Full Time  
 Part Time  
 Full Time, but will accept part time.

I am available:

- Immediately  
 Starting \_\_\_\_\_

Days Available (Please check days available only)	Any Time	Earliest Times Available (Complete if "available" is checked and "anytime" is unchecked)	Latest Times Available (Complete if "available" is checked and "anytime" is unchecked)
<input type="checkbox"/> Monday	<input type="checkbox"/>		
<input type="checkbox"/> Tuesday	<input type="checkbox"/>		
<input type="checkbox"/> Wednesday	<input type="checkbox"/>		
<input type="checkbox"/> Thursday	<input type="checkbox"/>		
<input type="checkbox"/> Friday	<input type="checkbox"/>		
<input type="checkbox"/> Saturday	<input type="checkbox"/>		

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

Position(s) applied for: \_\_\_\_\_

First Credit Union closest to your home (cross streets): \_\_\_\_\_

Other locations you can work (cross streets): \_\_\_\_\_

Mo. Yr. Minimum pay expected \$ \_\_\_\_\_

•If you have worked for First Credit Union in the past ... are you seeking reemployment under the Vietnam era Veteran's readjustment assistance act?  Yes  No

•Ever had a name change?.....  Yes  No  
 Have you ever worked under a different name which would affect employment/references verification?  
 If yes, give name(s) and dates used: \_\_\_\_\_

•Are you 16 years of age or older?.....  Yes  No  
 •Are you 18 years of age or older?.....  Yes  No  
 If under 18, applicant will be required to submit proof of age.

•Have you ever been convicted of:  
 any felony .....  Yes  No  
 any misdemeanor? .....  Yes  No  
 Disclosure of a criminal record does not automatically disqualify you from employment consideration.  
 If yes, attach a summary of details.

•If you are not a U.S. citizen, do you have a legal right to remain and work in the U.S.? .....  Yes  No

•Are you currently on layoff and subject to recall? .....  Yes  No

Date of layoff: \_\_\_\_\_

Last Name \_\_\_\_\_

**EMPLOYMENT EXPERIENCE** **You Must...** **Resumes...** Will be accepted; however, the Employment Experience section of this application must be completed.

- Print Clearly
- Start with your most current employment
- Complete all information regarding your last four employers
- Explain all employment gaps

**Company Name:** \_\_\_\_\_ **Company Phone No:** \_\_\_\_\_

**Address (Number):** \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip)

**Describe your duties** Include: What you liked and disliked about this job.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for leaving**  
 \_\_\_\_\_

**Type of business:** \_\_\_\_\_  
**Dates of employment (Month & Year)**  
**From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Name & Title of supervisor** \_\_\_\_\_  
**Status:**  Full Time  Part Time  
**Average number of hours per week:** \_\_\_\_\_  
**Starting position title:** \_\_\_\_\_  
**Starting pay rate:** \_\_\_\_\_  
**Ending position title:** \_\_\_\_\_  
**Ending pay rate:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Company Phone No:** \_\_\_\_\_

**Address (Number):** \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip)

**Describe your duties** Include: What you liked and disliked about this job.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for leaving**  
 \_\_\_\_\_

**Type of business:** \_\_\_\_\_  
**Dates of employment (Month & Year)**  
**From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Name & Title of supervisor** \_\_\_\_\_  
**Status:**  Full Time  Part Time  
**Average number of hours per week:** \_\_\_\_\_  
**Starting position title:** \_\_\_\_\_  
**Starting pay rate:** \_\_\_\_\_  
**Ending position title:** \_\_\_\_\_  
**Ending pay rate:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Company Phone No:** \_\_\_\_\_

**Address (Number):** \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip)

**Describe your duties** Include: What you liked and disliked about this job.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for leaving**  
 \_\_\_\_\_

**Type of business:** \_\_\_\_\_  
**Dates of employment (Month & Year)**  
**From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Name & Title of supervisor** \_\_\_\_\_  
**Status:**  Full Time  Part Time  
**Average number of hours per week:** \_\_\_\_\_  
**Starting position title:** \_\_\_\_\_  
**Starting pay rate:** \_\_\_\_\_  
**Ending position title:** \_\_\_\_\_  
**Ending pay rate:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Company Phone No:** \_\_\_\_\_

**Address (Number):** \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip)

**Describe your duties** Include: What you liked and disliked about this job.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Reason for leaving**  
 \_\_\_\_\_

**Type of business:** \_\_\_\_\_  
**Dates of employment (Month & Year)**  
**From** \_\_\_\_\_ **To** \_\_\_\_\_  
**Name & Title of supervisor** \_\_\_\_\_  
**Status:**  Full Time  Part Time  
**Average number of hours per week:** \_\_\_\_\_  
**Starting position title:** \_\_\_\_\_  
**Starting pay rate:** \_\_\_\_\_  
**Ending position title:** \_\_\_\_\_  
**Ending pay rate:** \_\_\_\_\_

Which of these jobs did you like the most and why?

School Name and Location	Elementary School					High School				Undergraduate College/University				Graduate/ Professional			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed																	
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills, and extra-curricular activities																	
Describe any honors you have received																	
List professional, trade, business or civic activities and offices held																	

**SPECIAL SKILLS** *Please check...all applicable skills*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounts Payable       | <input type="checkbox"/> Payroll        | <input type="checkbox"/> Power Point                           |
| <input type="checkbox"/> Accounts Receivable    | <input type="checkbox"/> 10Key by touch | <input type="checkbox"/> Microsoft Office                      |
| <input type="checkbox"/> General Accounting     | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Lotus                                 |
| <input type="checkbox"/> Office Phone Equipment | <input type="checkbox"/> Excel          | <input type="checkbox"/> Typing _____WPM                       |
|   |   | <input type="checkbox"/> Design/Typesetting/Desktop Publishing |

Computer/Hardware/Software Knowledge:

Indicate any foreign languages you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**MILITARY SERVICE RECORD** *Complete only if....you have served in the Armed Forces*

<b>Branch of Service</b>	<b>Job Duty</b>
<b>Reason for Discharge:</b> (Not an absolute bar to employment- relation to job will be considered)	<b>Date of entry:</b>
	<b>Starting rank:</b>
<b>Describe your duties/special training:</b>	<b>Date of seperation:</b>
	<b>Rank at seperation:</b>

**HOW DID YOU LEARN OF THIS JOB OPENING?**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Newspaper Advertisement<br>Name of paper: _____    | <input type="checkbox"/> Job Fair- Location: _____                                       | <input type="checkbox"/> Employee Referral<br>Name: _____ |
| <input type="checkbox"/> Walk-in  | <input type="checkbox"/> FCU Job Hotline   | Dept.: _____  |
| <input type="checkbox"/> Private Employment Agency<br>Name of agency: _____ | <input type="checkbox"/> College Career Fair or On<br>Campus Interviewing- School: _____ | <input type="checkbox"/> FCU Website                      |
| <input type="checkbox"/> State Employment Office                            | <input type="checkbox"/> Community Organization- Name: _____                             | <input type="checkbox"/> Radio/TV Advertisement           |
|   | <input type="checkbox"/> School Placement Office or School<br>Newspaper- School: _____   | <input type="checkbox"/> Other _____                      |

Last Name \_\_\_\_\_

Do you have any friends or relatives working for this Credit Union?  Yes  No. If yes, please fill in the following:

Name	Position/Location	Relationship

**GENERAL INFORMATION**

If you are applying for a position which requires driving, do you have a current driver license?.... Yes  No  
 Is your vehicle insured?..... Yes  No  
 If hired for a position which requires driving, you would be required to provide proof of insurance.

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR HUMAN RESOURCE DEPARTMENT USE ONLY**

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed  Yes  No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

CCC \_\_\_\_\_ Bondability \_\_\_\_\_ Supervisor Responsibility?  Yes  No

Interview Date(s) \_\_\_\_\_ Offer Accept Date \_\_\_\_\_ Job Title \_\_\_\_\_

Test Results \_\_\_\_\_ Start Date \_\_\_\_\_ Starting Salary \_\_\_\_\_

Bkgrnd CK \_\_\_\_\_ Orientation Date/Time \_\_\_\_\_

Last Name \_\_\_\_\_

## PERMISSION TO OBTAIN INFORMATION

This document authorizes First Credit Union, or its research agent, to seek and/or verify specific information about my background. I understand that this authorization applies whether I am a current employee, a candidate for employment or an individual seeking to provide services in a contracted relationship.

I specifically authorize that background information may be sought in the following areas and agree to release from any liability the agencies, prior employers, individuals or other entities, which provide the information to the extent that the information given is true and accurate.

- a. Criminal conviction records in any jurisdiction
- b. Social Security verification and credit background
- c. Driving record in Arizona or other states
- d. Educational and professional certification records in any jurisdiction
- e. Consumer credit history
- f. Records/history pertaining to bondability

I further understand that information obtained may be used by First Credit Union, in its sole discretion and without liability, to determine eligibility for initial or continued employment, to grant or deny me permission to enter onto First Credit Union's property or that of its affiliated companies, or otherwise represent First Credit Union.

I further understand that this information will become part of my personnel record at First Credit Union and will be held in the confidence accorded all such records.

I acknowledge that an offer of employment or continued employment is contingent on a satisfactory credit and background report. If I am disqualified from employment or discharged because of the information contained in the credit report, First Credit Union must provide me with the name and address of the agency supplying the report.

I acknowledge that I have read and understand this form and have had the opportunity to ask any questions pertaining to it.

---

First Name (Print)	Initial	Last Name	Social Security Number
Home Address			Driver License #/State
Signature			Today's Date

# FIRST CREDIT UNION

## APPLICANT'S PERMISSION TO OBTAIN CONSUMER REPORTS, INCLUDING CREDIT, CRIMINAL BACKGROUND AND BONDABILITY

First Credit Union considers your credit, criminal record and ability to be bonded as part of our pre-screening process. The Federal Consumer Credit Reporting Reform Act of 1996 requires that First Credit Union obtain your written consent authorizing us to obtain one or more of your consumer reports, including, but not limited to, credit reports, criminal records, and/or ability to be bonded and authorizes First Credit Union to use this information in the consideration process for employment or continued employment; you will receive a copy of the credit report and a statement of your rights under the Fair Credit Reporting Act, where applicable.

Last Name		First Name	Middle Initial
Present Address (Apartment number if applicable)		City	State Zip
Previous Address (Apartment number if applicable)		City	State Zip
Social Security Number		Other Name(s) Used	
Signature		Date	

Applicants for employment with First Credit Union should be aware that we will contact other financial institutions where you have been employed in the past. These institutions are authorized per Arizona Revised Statute 23-1361 to release information pertaining to illegal activities performed during your employment.

In consideration of the above, I affirm I have never been discharged from any employer for suspected or admitted theft, embezzlement, misappropriation or other defalcation. Failing to disclose such information may result in disciplinary action up to and including termination if subsequently employed by First Credit Union.

Applicant's Signature	Date	Print Name
-----------------------	------	------------

---