



EMPLOYMENT APPLICATION

FD Community Federal Credit Union is an equal opportunity employer and does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify Human Resources.

Incomplete information could disqualify you from further consideration. Please complete all fields.

PERSONAL INFORMATION

Name (last, first, middle):

Address:

City:

State:

Zip:

Email Address:

Home phone #:

Cell phone #:

Are you 18 years or older? Yes No

Do you have a high school Diploma or GED?
 Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

If yes, please provide company names and details:

POSITION INFORMATION (Check all that you are willing to work.)

Position applying for:

Hours: Full-time Part-time Weekdays Weekends Regular Temporary

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Date you can start:

Hourly rate/salary desired:

Are you currently employed? Yes No

May we contact your present employer? Yes No

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
High School			
College or University			
Trade, Business or Correspondence School			

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*



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From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title:		Summarize the nature of work performed and job responsibilities:	
Reason for leaving			

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

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From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

BUSINESS REFERENCES *(If unable to provide business references, list three (3) school or personal references not related to you, whom you have known at least three (3) years.)*

Name	Address, Phone, Email	Occupation	Years Acquainted
1			
2			
3			



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REFERRAL SOURCE
How did you hear about us? [] Walk In [] Advertisement [] Referral [] Other
If Advertisement, please identify:
Have you ever worked for this company before? [] Yes [] No When?
Former position:
Do you know anyone who works for our company? [] Yes [] No Who?:

Please read carefully before signing.

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I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for FD Community Federal Credit Union to hire me. If I am hired, I understand that either FD Community Federal Credit Union or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of FD Community Federal Credit Union has the authority to make any assurance to the contrary.

I understand: (1) an applicant is not required to disclose the existence of any erased criminal history record information, (2) that erased criminal history record information are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon or criminal records that are erased pursuant to statute or by other operation of law, and (3) that any person with erased criminal history record information shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

I attest with my signature below that I have given FD Community Federal Credit Union true and complete information on this application. No requested information has been concealed. I authorize FD Community Federal Credit Union to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature _____

Date _____

THIS APPLICATION IS VALID ONLY FOR SIX (6) MONTHS FROM THE DATE ABOVE.