

FAIRMONT FEDERAL CREDIT UNION

Application for At Will Employment

Application is to be completed by applicant. Please Print.

An Equal Opportunity Employer

IMPORTANT: Federal and State laws prohibit employment discrimination because of age, sex, race, color, religious creed, national origin or ancestry. Inquiries on this application are made in good faith for non-discriminatory purposes. In completing the application form, PLEASE EXCLUDE any information the character of which indicates the age, sex, race, color, religious creed, national origin or ancestry of the applicant. All questions must be answered and application signed. Any application that provides unrequested information will be automatically rejected. Persons employed may be required to provide verification of information reported on this form.

Date of Application ___/___/___

Referral Source: Advertisement Relative
 Internet Walk-In
 Employee Private Employment Agency

Social Security# ___/___/___

Name:

Current Address: Last _____ First _____ Middle _____
Number _____ Street _____ City _____ State _____ Zip _____

How long at this address? _____

Previous Address _____ City _____ State _____ Zip _____
Number _____ Street _____

How long at this address? _____

Phone Number: () _____ If necessary, best time to call you at home: _____

Position(s) Applied for _____ Present Salary _____ Pay Expected _____

Have you ever been bonded? Yes

Have you ever been denied a bond? Yes

Are you legally eligible for employment in the United States? Yes

(Proof of eligibility will be required before you can be employed.)

Are you willing to work: Full time Part time Occasional weekends

Preferred Location of Employment _____

What date are you available for employment? ___/___/___

Have you previously applied for a position at Fairmont FCU? Yes When? _____

Have you previously worked at Fairmont FCU? Yes When? _____

Have you ever been convicted of or pleaded guilty to a crime in the past seven years?

Yes If yes, please explain: (give date, location, charge, etc.) _____

(Conviction will not necessarily disqualify you for employment)

If the job requires, do you have a valid drivers license? Yes

DL# _____ Type _____ State of Issue _____

Have you had any moving violations in the past 3 years? Yes

If yes, please list: _____

Are you able to meet the attendance requirements of the position? Yes

Our business hours are from 8:00am to 6:00pm at most locations.

Is there any time you would not be available to work any of these hours? Yes

If yes, please explain: _____

EDUCATIONAL BACKGROUND

<i>Type of School</i>	<i>Name/City</i>	<i>How Many Years Attended</i>	<i>Graduated</i>	<i>Course of Major</i>
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/>	
College			<input type="checkbox"/> Yes <input type="checkbox"/>	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/>	
Business or Trade			<input type="checkbox"/> Yes <input type="checkbox"/>	
Other			<input type="checkbox"/> Yes <input type="checkbox"/>	

EMPLOYMENT HISTORY

(Start with your present or most recent employer)

Employer: _____ Phone: _____

Address: _____ Employed From _____ To _____

Your Title: _____

Hourly Rate/Salary Starting \$ _____ Per _____ Hourly Rate/Salary Final \$ _____ Per _____

Immediate Supervisor and Title: _____

Reason for Leaving: _____

May we contact for reference/verification? Yes No Later

Summarize the nature of the work performed and job responsibilities:

Employer: _____ Phone: _____

Address: _____ Employed From _____ To _____

Your Title: _____

Hourly Rate/Salary Starting \$ _____ Per _____ Hourly Rate/Salary Final \$ _____ Per _____

Immediate Supervisor and Title: _____

Reason for Leaving: _____

May we contact for reference/verification? Yes No Later

Summarize the nature of the work performed and job responsibilities:

EMPLOYMENT HISTORY

Employer: _____ Phone: _____

Address: _____ Employed From _____ To _____

Your Title: _____

Hourly Rate/Salary Starting \$ _____ Per _____ Hourly Rate/Salary Final \$ _____ Per _____

Immediate Supervisor and Title: _____

Reason for Leaving:

May we contact for reference/verification? Yes No Later

Summarize the nature of the work performed and job responsibilities:

If you need to list more please type them on a separate sheet and attach to this application.

JOB RELATED SKILLS

Computer Experience Yes No Type _____
(e.g. Word, Excel, Access, etc.)

Cash Handling Experience Yes No Type _____

Supervisory/Management Experience Yes No Type _____

Other Related Experience _____

REFERENCES

List name and telephone number of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you, whom have knowledge of your work ethic, experience and abilities.

Name	Telephone Number	Years Known	Relationship

PLEASE READ CAREFULLY:

I certify that the facts contained in this application are true and complete. Any misrepresentation or falsification of information or significant omissions will be cause for rejection of the application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.

I understand that, if employed by Fairmont Federal Credit Union, I will be an employee at-will. This means that I would be able to terminate my employment at any time with or without notice and with or without cause. Likewise, Fairmont Federal Credit Union would be able to terminate my employment at any time, with or without notice and with or without cause. No representative of Fairmont Federal Credit Union is authorized to make any assurance or promise of continued employment and any such assurance must be in writing.

If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, and the rule of conduct of Fairmont Federal Credit Union.

This application will remain on active file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file. If I am not hired or have not heard from this employer within 60 days, this applications is no longer active and I will need to reapply for employment if I wish to be considered for a job with Fairmont Federal Credit Union.

I give the employer and/or it's agents, including consumer-reporting bureaus, the right to investigate any and all statements made in this application for the purpose of employment and retention of employment. This investigation may include, but not limited to, credit reports, criminal conviction records, motor vehicle driving records and previous employment history. Further, I hereby release organizations/companies for furnishing such information.

If required, I agree to a drug-testing prior and during employment or for post accident occurrences.

In the event that I am employed, I understand that false or misleading information, or a material fact withheld in this application or during an interview, may result in immediate discharge.

Notice: This is to inform you that as part of processing your employment application, we may obtain a consumer report and/or an investigative report, which includes information as to your character, general reputation, personal characteristics and mode of living. If an investigative report is requested, you have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. By signing below, you acknowledge receipt of a copy of this notice and a copy of the "Summary of Your Rights"

Signature

Date

8/27/01