

# ***Application for Employment*** *An Equal Opportunity Employer*

PLEASE PRINT

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

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone Number ( ) \_\_\_\_\_ Social Security # \_\_\_\_\_  
Area Code

If necessary, best time to call you at home is ..... am  
..... pm

May we contact you at work? .....  Yes  No

If "yes", work number and best time to call ..... ( ) \_\_\_\_\_  
Area Code Time

Are you above the legally required minimum age to work  
for the Lisbon Community FCU? .....  Yes  No

Have you filed an application here before? .....  Yes  No

If "yes", give date ..... / ..... / .....

Have you ever been employed here before? .....  Yes  No

If "yes", give dates ..... / ..... / .....

Are you legally eligible for employment in this country? .....  Yes  No  
(Proof of U.S citizenship or immigration status will be required upon employment)

Date available for work ..... / ..... / .....

Type of employment desired  Full Time  Part Time

Are you on lay-off or subject to recall? .....  Yes  No

Are you able to meet the attendance requirements of this position? .....  Yes  No

Will you work overtime if required? .....  Yes  No

Have you ever been bonded? .....  Yes  No

Have you ever been convicted of crime? .....  Yes  No  
(Answering "yes" does not automatically disqualify you from consideration)

If "yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

# Employment History

List your last three (3) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in "Comments" section below.

Name of Employer	Dates Employed		Summarize the nature of the work performed and job description
	From	To	
Address	Telephone		
Job Title	Hourly/Weekly Rate		
	Starting		
Name of Supervisor		per	
Reason for Leaving	Hourly/Weekly Salary		
	Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		per	
Name of Employer	Dates Employed		Summarize the nature of the work performed and job description
	From	To	
Address	Telephone		
Job Title	Hourly/Weekly Rate		
	Starting		
Name of Supervisor		per	
Reason for Leaving	Hourly/Weekly Rate		
	Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		per	
Name of Employer	Dates Employed		Summarize the nature of the work performed and job description
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Address	Telephone		
Job Title	Hourly/Weekly Rate		
	Starting		
Name of Supervisor		per	
Reason for Leaving	Hourly/Weekly Rate		
	Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		per	

Comments (including explanation of any gaps in employment):

**Skills and qualifications:** Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Educational Background

A. Last 3 schools attended, *starting with the last one*. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major and minor field of study, if applicable.

A. School	B. No. of years completed	C. Degree Diplomas	D. GPA Class Rank	E. Major	E. Minor

### References

List name and telephone numbers of at least 3 business / work references who are *not* related to you and are *not* previous supervisors.

Name	Telephone	Years known

### Personal References

List 3 school or personal references who are *not* related to you.

Name	Telephone	Years known

List professional, trade, business, or civic associations and any offices held. (Exclude information which would reveal sex, race, religion, national origin, color, disability or other protected status).

Organization	Offices held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, color, disability or other protected status). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any additional information you would like us to consider. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ***APPLICANT'S STATEMENT & AGREEMENT***

I understand that the Lisbon Community Federal Credit Union may investigate my criminal record. I voluntarily give the Lisbon Community Federal Credit Union and its authorized representatives the right to make an investigation of my educational background, past employment activities, and criminal conviction record in order to determine my suitability for employment with the Lisbon Community Federal Credit Union. I authorize my past employers to disclose to the Credit Union all records and information pertinent to my employment with them. I also authorize any police, criminal justice or similar agencies to release to the Credit Union or its representatives any information reflecting criminal convictions pertaining to me. I authorize all persons disclosing information to accept a photocopy of this statement as having the same authority as the original and I specifically waive any written notice from any person, agency or employer contacted. I hereby release the Credit Union, its agents, authorized representatives, and any and all persons disclosing information hereunder from any and all liability, claims or damages that may directly or indirectly result from the solicitation, use, disclosure, or release of any such information by other person or party, whether such information is favorable or unfavorable to me.

I authorize the persons named herein as personal references to provide the Credit Union with any pertinent information they may have regarding myself.

I hereby state that all the information provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

I understand that this application is not an offer of employment, does not mean any positions are available, and does not guarantee that I will be offered a job. If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by the Credit Union at any time and for any reason whatsoever, with or without good cause and with or without notice at the option of either the Credit Union or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing signed by the Manager of the Credit Union. No supervisor or representative of the Credit Union, other than the manager, has any authority to make any agreements contrary to the foregoing. I further acknowledge that no representations or promises have been made to me, nor have any documents (including, without limitation, any personnel policies, handbooks, manuals and/or guidelines) other than this application form been given or shown to me, regarding the terms of employment with the Credit Union and me (the employee) regarding the rights of the Credit Union or me to terminate employment at will and with or without good cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of me and the Credit Union.

This application for employment shall be considered active for 180 days.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.**

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

\_\_\_\_\_  
Date