

# Application for Employment



## Firelands Federal Credit Union

221 E. Main Street

Bellevue, OH 44811

419-483-4180

Please Print

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

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

Telephone # ( ) \_\_\_\_\_ Mobile/Beeper/Other # ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If **no**, please explain: \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and positions.....  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work..... \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What is your desired salary range?..... \$ \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Have you ever had any bond coverage modified, revoked or declined? .....  Yes  No

Is there any reason why you would not be able to be and remain covered, without exclusion or deductible, under a Surety Bond issued by the Credit Union's surety company?.....  Yes  No

Are you a relative of any current Credit Union volunteer, employee, or other personnel presently serving or employed by the Credit Union? ....  Yes  No

*Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone# ( )	Dates Employed	Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>	
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b>	
Why did you leave?		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Commission/Bonus/Other Compensation \$			

Summarize the type of work performed and job responsibilities.

Employer	Telephone# ( )	Dates Employed	Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>	
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b>	
Why did you leave?		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Commission/Bonus/Other Compensation \$			

Summarize the type of work performed and job responsibilities.

Employer	Telephone# ( )	Dates Employed	Month / Year to Month / Year
Street address	City State	<b>Compensation (Starting)</b>	
Starting job title/final job title		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Immediate supervisor and title (for most recent position held)	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	<b>Compensation (Final)</b>	
Why did you leave?		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Commission/Bonus/Other Compensation \$			

Summarize the type of work performed and job responsibilities.

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

- |  |              |   |              |
|--|--------------|---|--------------|
| <input type="checkbox"/> Word Processing _____ | Years: _____ | <input type="checkbox"/> E-mail _____   | Years: _____ |
| <input type="checkbox"/> Spreadsheet _____     | Years: _____ | <input type="checkbox"/> Internet _____ | Years: _____ |
| <input type="checkbox"/> Presentation _____    | Years: _____ | <input type="checkbox"/> Other _____    | Years: _____ |

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## 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.

Name	Title	Relationship to You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

## Applicant Statement

- I have read and do understand the statements contained herein and certify that they are true, complete and accurate. If I have left a response blank, I have done so intentionally. I understand that false or incomplete statements on this application, in any resume or supporting documents, in the interview process or after employment commences are grounds for rejecting the application and for dismissal at any time after the statements are discovered no matter when the discovery occurs.
- I declare that I am legally entitled to work in the United States of America and will, prior to commencing employment, provide verification on a Form I-9.
- I authorize the Credit Union, and its agents or employees, to contact all previous employers, personal references and educational institutions in connection with my application for employment. I understand that the Credit Union's pre-employment investigation may also include a check of my criminal record, if any, and of the circumstances surrounding any conviction. I understand that any information gathered as a result of this investigation will be used solely for purposes of determining my fitness for employment. I consent to the investigation to be conducted and to the release to the Credit Union of the information specifically described in any separate consents and authorizations I have signed, which shall become a part hereof. In consideration of the Credit Union's review of my application, I agree to release and hold harmless the Credit Union, its agents and employees, and all other employers and educational institutions, from any claimed liability arising from this investigation.
- In the event that I am employed by the Credit Union, I agree to comply with and be governed by all its policies and procedures in effect at a given time, and I acknowledge that none of its policies and procedures constitute terms of employment contrary to paragraph 5 below.
- I acknowledge that this application is for employment of an indefinite duration, terminable at will and for any reason, either by me or by the Credit Union. I understand that the terms of this paragraph cannot be altered except by a written agreement executed by the CEO of the Credit Union.
- In consideration of the Credit Union's review of my application, I agree that any claim or lawsuit arising out of my employment with, or any application for employment with the Credit Union must be filed no more than six months after the date of the employment action that is the subject to the claim or lawsuit. While I understand that the statute of limitations for claims arising out of an employment action may be longer than six months, I agree to be bound by the six month period of limitations set forth herein, and I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY. Should a court determine in some future lawsuit that this provision allows an unreasonably short period of time to commence a lawsuit, the court shall enforce this provision as far as possible and shall declare the lawsuit barred unless it was brought within the minimum reasonable time within which the suit should have been commenced.
- This application form supersedes any other application forms that I have previously submitted to the company and that this application remains current for only 30 days.

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

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_