Chessie Federal Credit Union

Employment Application

RESET

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a non-related medical condition or disability. All questions must be answered and application signed. Any application that provides unrequested information will be automatically rejected.

*Position(s) Applied for*_____ *Date of Application* ___/____/___

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

Name: _____ Social Security Number____-____-_____
Last First Middle

Current Address: _____ City:_____State:_____Zip:_____
Number Street

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:_____

What date are you available for employment? Date: / /

Type of employment desired: (check all that apply) ☐ Full time ☐ Part time ☐ Temporary ☐ Seasonal

Are you able to work overtime if required? ☐Yes ☐No

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

Have you previously applied for a position at Chessie FCU? ☐Yes ☐No When?

Have you previously worked at Chessie FCU? ☐Yes ☐No When?

Have you ever been bonded ◯Yes ◯ No. If Yes, with what employers?_____

Are you eligible to work in the United States? ☐Yes ☐No
(Proof of eligibility will be required before you can be employed.)

Are you presently on layoff and/or subject to recall from any other company? ☐Yes ☐No
If yes, please explain:_____

Have you ever been convicted of or pleaded guilty to a felony in the past seven years? ☐Yes ☐No
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 driver's license? ☐Yes ☐No
DL#_____ Type:_____ State of Issue_____
Have you had any moving violations in the past 3 Years?
If yes, please discribe_____

Do you have any relatives currently employed by Chessie FCU? ☐Yes ☐No
If yes, please list:_____

If you are under 18, can you furnish a work permit? ☐Yes ☐No

Person to be contacted in case of an emergency: Relationship:_____

Name:_____ Telephone #: (____)_____
Last First Middle

Address:_____ City:_____State:_____Zip:_____
Number Street

Educational Background:

Type of School	*Name/City*	*How Many Years Attended*	*Graduated*	*Course or Major*
High School			☐ Yes ☐ No	
College			☐ Yes ☐ No	
Post Graduate			☐ Yes ☐ No	
Business or Trade			☐ Yes ☐ No	
Other				

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.

Employer: Telephone: ( )	Dates Employed Month & Year From	To	Summarize the nature of the work performed and job responsibilities
Address:			
Job Title:	Hourly Rate/Salary Starting		
Immediate Supervisor and Title:	$	Per	
Reason for leaving:	Hourly Rate/Salary Final		
May we contact for reference / verification? ☐ Yes ☐ No ☐ Later	$	Per	

Employer: Telephone: ( )	Dates Employed Month & Year From	To	Summarize the nature of the work performed and job responsibilities
Address:			
Job Title:	Hourly Rate/Salary Starting		
Immediate Supervisor and Title:	$	Per	
Reason for leaving:	Hourly Rate/Salary Final		
May we contact for reference / verification? ☐ Yes ☐ No ☐ Later	$	Per	

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Job Title:	Hourly Rate/Salary Starting		
Immediate Supervisor and Title:	$	Per	
Reason for leaving:	Hourly Rate/Salary Final		
May we contact for reference / verification? ☐ Yes ☐ No ☐ Later	$	Per	

Comments and other skills and qualifications (including explanation of any gaps in employment):

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	Years known	Relationship

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 my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.

I understand that, if employed, my employment is not guaranteed for any term, and my employment may be terminated by the employer or myself at any time and for any reason with or without prior notice. No representative of Chessie FCU other than the owner(s) is authorized to make any assurance or promise of continued employment and any such assurance must be in writing signed by the owner(s).

If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, and rules of conduct of Chessie FCU.

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 application is no longer active and I will need to reapply for employment if I wish to be considered for a job with Chessie FCU.

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 from liability and hold harmless this employer, its' representatives, all persons and organizations/companies for furnishing such information.

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

The employer, Chessie FCU, is an Equal Opportunity Employer. The employer does not discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

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 Under the Fair Credit Reporting Act."

Signature of Applicant_____Date _____/_____/_____