



Application for Employment

USE Federal Credit Union is an Equal Opportunity Employer and recruits, hires, trains and promotes in job titles without regard to race, color, national origin, religion, sex, physical handicap, age or status as a disabled veteran or veteran of the Vietnam era.

Please complete the following information truthfully and as accurately as possible. Any misstatement or omission of fact may result in disqualification for employment.

PERSONAL

Date:

Last Name	First Name	Middle	Social Security #
Street Address			Home Telephone#
City	State	Zip Code	Secondary Telephone #

Have you ever been employed by USE Federal Credit Union?			
Yes	No	If yes, when?	Reason for leaving
Position Desired			Pay expected
Type of Work:	Full-time	Part-time	Will you work overtime?

As an employer, USE FCU is required to verify your identity and legal right to work in the U.S. A photo driver's license and Social Security card are the most commonly used documents; however, other documents can be used. Can you provide documentation verifying your legal right to work in the United States?	
Yes	No
When are you available to start work?	

State names of friends and relatives working for USE FCU, and your relation	Are you at least 18 years of age?
	Yes No

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offense, which have not been annulled, expunged, or sealed by a court? Yes No If yes, when did the violation(s) occur?	
Explain the violation:	

Did you serve in the U.S. Armed Forces? Yes _____ No _____	Branch:
Dates of Active Duty Service: From _____ to _____	Rank at End of Service:
Type of Discharge:	

EMPLOYMENT HISTORY Please give an accurate and complete record. Begin with your present or most recent employer. If needed, please attach additional sheets

Company Name	Telephone
Location	Employment Dates (month, year) From _____ To _____
Supervisor's Name	Salary/hourly rate Begin _____ End _____
Job Title and Responsibilities	Reason for Leaving May we contact _____ Yes _____ No _____

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Job Title and Responsibilities	Reason for Leaving May we contact _____ Yes _____ No _____

EDUCATION

School	Name and Location	Course of Study	# Years Completed	Degree
High School				
Business/Trade/Technical				
College				
Graduate				

Language Skills: Fluent in English _____ Spanish _____ Other _____

Other specific skills and/or training:

REFERENCES

Name & Address	Phone Number	Personal or Professional Reference
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I authorize USE Federal Credit Union to verify all of the information contained herein by contacting my previous employers and investigative agencies. I understand that an offer of employment is conditional of the satisfactory completion of reference and background checks if required. Acceptance of an offer of employment does not guarantee future employment.

I understand that any falsification, misrepresentation, or omission of information required on the Application for Employment is grounds for withdrawing the offer of employment or dismissal/termination if already employed.

Signature

Date