



# APPLICATION FOR EMPLOYMENT

Location Preference: (Please Check):

Gainesville \_\_\_\_\_ Alachua \_\_\_\_\_

Lake City \_\_\_\_\_ Chiefland \_\_\_\_\_

No Preference \_\_\_\_\_

Date \_\_\_\_\_

OUR CREDIT UNION IS AN EQUAL OPPORTUNITY EMPLOYER, WE DO NOT DISCRIMINATE IN HIRING BECAUSE OF AGE, RACE, CREED, COLOR, MARITAL STATUS, NATIONAL ORIGIN, SEX OR HANDICAPS.

Name Last	First	MI	Social Security Number
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I am available:  Part Time  Full Time  
Specify hours and/or days: \_\_\_\_\_

For checking prior records, provide any other names under which you have worked or have credit established.	E-mail Address
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Present Address No. & Street	City	State	Zip Code	Type of position Desired
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(For the health of our employees, we maintain a smoke-free work place.) Are you a smoker? <input type="checkbox"/> No <input type="checkbox"/> Yes	Telephone (Area Code)	Alternate Phone	Date available for work
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Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain.	Starting salary desired - Please be specific
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How were you referred to the credit union?	List any acquaintances or relatives by blood or marriage who are employees or officials of the credit union (name and relationship):
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In case of emergency, notify: Name	Relationship	Address	Phone
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Are you a citizen of this country? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>Proof of citizenship or immigration status will be required upon employment</i>	If you are under 18 years of age, can you provide required proof of your eligibility to work? <input type="checkbox"/> No <input type="checkbox"/> Yes
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## EDUCATION

List names of educational institutions you attended:	Location	Dates Attended		Major Subjects	Certificate or Degree or no. of credits	Grade Average
		From	To			
High School						
College						
Graduate School						
Other						

## SKILLS

Indicate your skill level with the following: None, Satisfactory, Excellent		PC Software (Specify Software Name)	Business Machines:
Cash Handling Volume: _____ \$100 - \$500 drawer _____ \$500 - \$2,000 drawer _____ \$2,000 - \$5,000 drawer _____ > \$5,000 drawer _____ Balancing Cash Drawer _____ Customer Service _____ Research _____ Problem Solving	Sales Experience: <input type="checkbox"/> Financial Products _____ <input type="checkbox"/> Insurance Products _____ <input type="checkbox"/> Merchandising _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Monthly Sales Goal: _____ <input type="checkbox"/> Frequency Reached Goal _____	<input type="checkbox"/> Word Processor _____ <input type="checkbox"/> Calendar _____ <input type="checkbox"/> Database _____ <input type="checkbox"/> Spreadsheet _____ <input type="checkbox"/> Presentation Graphics _____ <input type="checkbox"/> Desktop Publishing _____ <input type="checkbox"/> Email _____	<input type="checkbox"/> Dictaphone _____ <input type="checkbox"/> 10 Key Adding Machine _____  Operating Systems: <input type="checkbox"/> Windows _____ <input type="checkbox"/> UNIX _____ <input type="checkbox"/> DOS _____ <input type="checkbox"/> Other _____

Do you have any other experience, knowledge, skill or talent which you feel qualifies you for a position with the credit union? \_\_\_\_\_

## FOR INTERNAL USE ONLY

<b>ASSESSMENTS:</b>	<b>DRUG SCREEN:</b>	<b>NOTIFICATION:</b>
Credit: _____ Profile: _____		Meets Qualifications: _____
Ordered: _____	Ordered: _____	Requested: _____ By: _____ Date: _____ Hire Date: _____
Completed: _____	Completed: _____	Completed: _____ Pass: _____ Not Selected: _____ Position: _____
Pass: _____ Fail: _____	Pass: _____ Fail: _____	Pass: _____ Fail: _____ Selected: _____ Rate/VP Approval _____

**WORK HISTORY** (Record U. S. Military Service as a Position)

**(Resume accepted, but not in lieu of completion of this form.)**

1. Employer's Name (Most recent)		Address		Phone Number		Name of Immediate Supervisor	
Kind of Business	Time Employed				Nature of Work and Job Title	Starting Salary	Salary at Leaving
	FROM		TO				
	Mo.	Yr.	Mo.	Yr.			
Title:							
Reason for Leaving							

Describe the work you did:

2. Employer's Name		Address		Phone Number		Name of Immediate Supervisor	
Kind of Business	Time Employed				Nature of Work and Job Title	Starting Salary	Salary at Leaving
	FROM		TO				
	Mo.	Yr.	Mo.	Yr.			
Title:							
Reason for Leaving							

Describe the work you did:

3. Employer's Name		Address		Phone Number		Name of Immediate Supervisor	
Kind of Business	Time Employed				Nature of Work and Job Title	Starting Salary	Salary at Leaving
	FROM		TO				
	Mo.	Yr.	Mo.	Yr.			
Title:							
Reason for Leaving							

Describe the work you did:

4. Employer's Name		Address		Phone Number		Name of Immediate Supervisor	
Kind of Business	Time Employed				Nature of Work and Job Title	Starting Salary	Salary at Leaving
	FROM		TO				
	Mo.	Yr.	Mo.	Yr.			
Title:							
Reason for Leaving							

Describe the work you did:

Indicate by number any of the above employers whom you do not wish us to contact:	Summarize prior relevant experiences and explain periods of unemployment or periods not accounted for above. Use a separate sheet if you need more space.
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REFERENCES (not former employers or relatives)	Address	Phone
1		
2		
3		

"I certify that answers given herein are true and complete to the best of my knowledge. I further certify that all the information, omissions, or misrepresentations of fact called for in this application may be cause for the denial of my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

"I hereby authorize investigation of my credit and all statements contained in this application for employment as may be necessary in arriving at an employment decision. In consideration of my employment, I agree to conform to the rules and regulations of SunState Federal Credit Union including periodic drug testing, and I agree that, unless otherwise defined by applicable law, any employment relationship with this credit union is of an "at will" nature, which means that I may resign at any time and the credit union may discharge me at any time with or without cause.

"I certify that I have read and understand the foregoing paragraphs. I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes at the time I accept employment with the credit union."

Applicant's Signature (Acknowledgment) \_\_\_\_\_ Date \_\_\_\_\_



## **DISCLOSURE AND AUTHORIZATION PURSUANT TO FAIR CREDIT REPORTING ACT**

PURSUANT TO THE FEDERAL FAIR CREDIT REPORTING ACT (15 U.S.C. 1681), YOU ARE ON NOTICE THAT THE CREDIT UNION MAY OBTAIN A CONSUMER REPORT (CREDIT REPORT) IN CONJUNCTION WITH YOUR EMPLOYMENT APPLICATION AND/OR DECISIONS CONCERNING YOUR EMPLOYMENT STATUS WITH THE CREDIT UNION.

YOUR SIGNATURE AT THE BOTTOM OF THIS NOTICE IS AUTHORIZATION FOR THE CREDIT UNION TO OBTAIN AND CONSULT YOUR CONSUMER REPORT FROM A CONSUMER REPORTING AGENCY IN MAKING EMPLOYMENT DETERMINATIONS, INCLUDING BUT NOT LIMITED TO EMPLOYMENT, PROMOTION, REASSIGNMENT, AND RETENTION.

**YOUR SIGNATURE INDICATES THAT YOU HAVE READ THIS DISCLOSURE AND AUTHORIZATION AND THAT YOU AFFIRM ALL REPRESENTATIONS MADE HEREIN.**

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Name of Applicant/Employee

\_\_\_\_\_  
Date

F-295 04/02/1999