

WV Central Federal Credit Union

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

(PLEASE PRINT PLAINLY)

PERSONAL

Date _____

Name _____
Last First Middle

Social Security Number _____ Cell Phone Number _____

Address _____
No. Street City State Zipcode

Are you legally eligible for employment in the U.S.A? Yes _____ No _____

If hired, you are required to submit proof of your eligibility to work in the U.S.A.

Are you over the age of eighteen? Yes _____ No _____

If no, hire is subject to verification that you are minimum legal age.

Position(s) applied for _____

Were you previously employed by us? Yes _____ No _____ If yes, when? _____

If your application is considered favorably, on what date will you be available to work? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?

WV Central Federal Credit Union

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent.

I	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

II	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

III	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

IV	Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.				
		Describe the work you did:							
	Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes _____ No _____

Employer II? Yes _____ No _____

Employer III? Yes _____ No _____

Employer IV? Yes _____ No _____

Signed _____

WV Central Federal Credit Union

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did you Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary							<input type="checkbox"/> Yes <input type="checkbox"/> No	
High							<input type="checkbox"/> Yes <input type="checkbox"/> No	
College							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

May we telephone you to follow up on this application on your cell? If yes, what is the best time to text? _____ Yes _____ No _____

May we telephone you to follow up on this application at work? _____ Yes _____ No _____

If yes, what is the best time to call? _____

What is your business telephone number? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of WV Central Federal Credit Union has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant

WV Central Federal Credit Union

AUTHORIZATION FOR FULL BACKGROUND CHECK

I _____, authorize West Virginia Central FCU to complete a full background and credit check.

Date	
Name	
Birth Name	
City, State, Zip	
Social Security Number	
Birthdate	
Valid E-Mail Address	

Signature of Applicant

WV Central Federal Credit Union

APPLICANT - Do not write on this page
FOR INTERVIEWER'S USE

INTERVIEWER	DATE	COMMENTS

REFERENCE CHECK

* Position Number	RESULTS OF REFERENCE CHECK
I	
II	
III	
IV	

*See Page 2