

# Chemcel Federal Credit Union

## Employment Application

PLEASE PRINT - NAME

| LAST | FIRST | MIDDLE | SOCIAL SECURITY NUMBER |
|------|-------|--------|------------------------|
|      |       |        |                        |

ALL APPLICANTS WILL BE GIVEN EQUAL CONSIDERATION REGARDLESS OF RACE, SEX, AGE, COLOR, NATIONAL ORIGIN, MARITAL STATUS, RELIGION, DISABILITY OR VETERAN STATUS, AND ANY OTHER CRITERION PROSCRIBED BY LAW.

**PLEASE PRINT ALL INFORMATION:**

|  |  |  |                                 |                   |   |
|--|--|--|---------------------------------|-------------------|---|
| NAME(LAST, FIRST, MIDDLE)  |  |  |                                 | DATE              |   |
| PRESENT ADDRESS - STREET   |  | CITY   | STATE                           | ZIP CODE          | AREA CODE/TELEPHONE NO.   |
| TYPE OF POSITION APPLIED FOR   |  |  | APPROXIMATE SALARY REQUIREMENTS | AVAILABILITY DATE |   |
| HOW WERE YOU REFERRED TO CHEMCEL EMPLOYEES FEDERAL CREDIT UNION  |  | HAVE YOU APPLIED BEFORE?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 | DATE              | ARE YOU PRESENTLY EMPLOYED?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| HAVE YOU BEEN PREVIOUSLY EMPLOYED BY CHEMCEL EMPLOYEES FEDERAL CREDIT UNION OR ANY OF OUR UNITS OR SUBSIDIARIES?<br><input type="checkbox"/> YES <input type="checkbox"/> NO |  | IF YES, LOCATION AND DATES   |                                 |                   |   |
| LIST RELATIVES IN OUR EMPLOY   |  | RELATION   | BUSINESS UNIT/LOCATION          |                   |   |
| NAME   |  |  |                                 |                   |   |

**ACADEMIC TRAINING - PLEASE SUBMIT TRANSCRIPTS IF READILY AVAILABLE**

| SCHOOLS ATTENDED<br>NAME(S) AND LOCATIONS | DATES<br>FROM TO | GRADUATED<br>MONTH/YEAR | DEGREE | COURSE OR<br>MAJOR SUBJECT(S) | MINOR | GRADE POINT<br>AVERAGE |
|---|------------------|-------------------------|--------|-------------------------------|-------|------------------------|
| HISH SCHOOL                               |                  |                         |        |                               |       |                        |
| COLLEGE(S)                                |                  |                         |        |                               |       |                        |
| GRADUATE SCHOOL                           |                  |                         |        |                               |       |                        |
|   |                  |                         |        |                               |       |                        |
| OTHER TRAINING                            |                  |                         |        |                               |       |                        |

**OTHER SKILLS/INFORMATION**

|  |                                    |   |       |
|--|------------------------------------|---|-------|
| FOREIGN LANGUAGE   | SPEAK                              | READ  | WRITE |
| TYPING SPEED<br>(IF APPLICABLE)  | SHORTHAND SPEED<br>(IF APPLICABLE) | OTHER OFFICE EQUIPMENT<br>OPERATED (INCLUDING<br>WORD PROCESSING) |       |
| ARE YOU A U.S. CITIZEN OR IMMIGRANT ALIEN AUTHORIZED TO WORK IN THE U.S.?<br><input type="checkbox"/> Yes <input type="checkbox"/> No IF NO, WHAT IS YOUR IMMIGRANT STATUS?                            |                                    |   |       |
| HAVE YOU EVER BEEN CONVICTED OF A CRIME WHICH HAS NOT BEEN ANNULLED OR SEALED BY A COURT?<br><input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, EXPLAIN AND GIVE DATES OF CONVICTION(S): |                                    |   |       |

**PLEASE NOTE - COMPLETE IF APPLYING FOR SALES EMPLOYMENT OR A POSITION FOR WHICH DRIVING IS REQUIRED**

|                              |  |
|------------------------------|--|
| DRIVER'S LICENSE NO. & STATE | HAS YOUR DRIVER'S LICENSE BEEN SUSPENDED OR REVOKED<br><input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, WHY? |
|------------------------------|--|

**U.S. MILITARY HISTORY**

|                   |   |            |
|-------------------|---|------------|
| BRANCH OF SERVICE | WHAT WAS THE NATURE OF YOUR PRINCIPLE SERVICE ASSIGNMENT? | FINAL RANK |
|-------------------|---|------------|

## EMPLOYMENT HISTORY

**IMPORTANT** – List every employment whether or not it seems relevant to position applied for. If lapse occurred between periods of employment, give dates of, and reason for unemployment.

### PRESENT OR LAST EMPLOYER

|  |                             |   |                      |  |  |  |  |  |  |  |  |
|--|-----------------------------|---|----------------------|--|--|--|--|--|--|--|--|
| NAME OF EMPLOYER   | ADDRESS OF EMPLOYER         | DATES EMPLOYED<br><table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> </tr> </table> |                      |  |  |  |  |  |  |  |  |
|  |                             |   |                      |  |  |  |  |  |  |  |  |
| TELEPHONE OF EMPLOYER<br>AREA CODE<br>(       )       -- | SUPERVISOR'S NAME AND TITLE | DEPARTMENT  | ENDING BASE SALARY   |  |  |  |  |  |  |  |  |
| YOUR POSITION OR TITLE                                   | REASON FOR LEAVING          |   | STARTING BASE SALARY |  |  |  |  |  |  |  |  |
| DESCRIPTION OF DUTIES                                    |                             |   |                      |  |  |  |  |  |  |  |  |
|  |                             |   |                      |  |  |  |  |  |  |  |  |

### NEXT PREVIOUS EMPLOYER

|  |                             |   |                      |  |  |  |  |  |  |  |  |
|--|-----------------------------|---|----------------------|--|--|--|--|--|--|--|--|
| NAME OF EMPLOYER   | ADDRESS OF EMPLOYER         | DATES EMPLOYED<br><table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> <td style="width: 5%; border: 1px solid black;"> </td> </tr> </table> |                      |  |  |  |  |  |  |  |  |
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| YOUR POSITION OR TITLE                                   | REASON FOR LEAVING          |   | STARTING BASE SALARY |  |  |  |  |  |  |  |  |
| DESCRIPTION OF DUTIES                                    |                             |   |                      |  |  |  |  |  |  |  |  |
|  |                             |   |                      |  |  |  |  |  |  |  |  |

### NEXT PREVIOUS EMPLOYER

|  |                             |   |                      |  |  |  |  |  |  |  |  |
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| TELEPHONE OF EMPLOYER<br>AREA CODE<br>(       )       -- | SUPERVISOR'S NAME AND TITLE | DEPARTMENT  | ENDING BASE SALARY   |  |  |  |  |  |  |  |  |
| YOUR POSITION OR TITLE                                   | REASON FOR LEAVING          |   | STARTING BASE SALARY |  |  |  |  |  |  |  |  |
| DESCRIPTION OF DUTIES                                    |                             |   |                      |  |  |  |  |  |  |  |  |
|  |                             |   |                      |  |  |  |  |  |  |  |  |

### NEXT PREVIOUS EMPLOYER

|  |                             |   |                      |  |  |  |  |  |  |  |  |
|--|-----------------------------|---|----------------------|--|--|--|--|--|--|--|--|
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| YOUR POSITION OR TITLE                                   | REASON FOR LEAVING          |   | STARTING BASE SALARY |  |  |  |  |  |  |  |  |
| DESCRIPTION OF DUTIES                                    |                             |   |                      |  |  |  |  |  |  |  |  |
|  |                             |   |                      |  |  |  |  |  |  |  |  |

**CIVIC/PROFESSIONAL ACTIVITIES**

|  |
|--|
| TO WHAT CIVIC OR PROFESSIONAL ORGANIZATIONS DO YOU BELONG? (EXCLUDING RELIGIOUS OR POLITICAL GROUPS) |
| OFFICES HELD?  |

**THE FOLLOWING SPACE CAN BE USED TO INDICATE ANY ADDITIONAL INFORMATION CONCERNING YOUR BACKGROUND THAT YOU FEEL WOULD BE USEFUL TO US IN CONSIDERING YOU FOR EMPLOYMENT**

|  |
|--|
|  |
|  |
|  |

**LIST BELOW THREE BUSINESS OR ACADEMIC REFERENCES NOT RELATED TO YOU AND WHO MAY BE CONTACTED.**

| NAME | ADDRESS, STREET, CITY, STATE & ZIP | POSITION | TELEPHONE NO.      |
|------|------------------------------------|----------|--------------------|
|      |                                    |          | AREA CODE<br>( ) - |
|      |                                    |          | AREA CODE<br>( ) - |
|      |                                    |          | AREA CODE<br>( ) - |

Have you signed a secrecy an/or invention agreement in favor of any previous employer?     YES     NO

If so, give name and address of employer. \_\_\_\_\_

Are you under any obligation to a previous employer through a secrecy and/or invention agreement, or otherwise restricting your acceptance of employment with a competitive firm?     YES     NO

The Fair Credit Reporting Act requires us to advise you that in connection with your application for employment an inquiry may be made concerning your character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.

I hereby authorize investigation of all statements contained in this record. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form may disqualify me or be a cause for my termination. I also agree to a physical examination, which may include a drug screen, with employment contingent upon satisfactory completion. If employed, I shall conform to the policies and rules of the Company and will consider all salary and proprietary information of the Company confidential.

Please indicate any other name you used during education or employment. \_\_\_\_\_

I authorize Chemcel Employees Federal Credit Union to obtain information pertaining to my previous education (release of transcript), employment and motor vehicle record (if applying for position in which driving is required).

I understand that if I am offered and accept employment with Chemcel Employees Federal Credit Union, I am required to submit documents verifying my identity and employment eligibility as prescribed by the *Immigration Reform and Control Act of 1986*. If I fail to comply with the requirements of this legislation, Chemcel Employees Federal Credit Union's employment offer is automatically rescinded. If I falsify statements or documents required to verify my identity and employment eligibility, I may be subject to imprisonment and/or fine under federal law.

I understand that nothing contained in this Employment Application or in the granting of an interview is intended to create an employment contract between Chemcel Employees Federal Credit Union and myself. I understand that if I am employed, I have the right to terminate my employment at any time and that Chemcel Employees Federal Credit Union retains a similar right.

|                        |      |
|------------------------|------|
| SIGNATURE OF APPLICANT | DATE |
|------------------------|------|