

# BELLCO FEDERAL CREDIT UNION

## Employment Application

**Bellco Federal Credit Union** is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

**This application for employment is good for 30 days only.  
Consideration for employment after 30 days requires a new application.**

**PERSONAL:**

Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Position Sought \_\_\_\_\_ Full Time \_\_\_ Part Time

Available for work \_\_\_\_\_ weeks after offer Salary requirement \$ \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_ Are you over 18 years old? \_\_\_ Yes \_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you currently employed? \_\_\_ Yes \_\_\_ No

May we contact your current employer? \_\_\_ Yes \_\_\_ No

Have you ever been discharged or asked to resign from a job? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

**RECORD OF CONVICTION:** During the last ten years, have you ever been convicted of a crime other than minor traffic offense? \_\_\_ Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

**EMPLOYMENT:** List most recent employer first, including U.S. Military Service.

Current/Last Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Previous Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

Previous Employer \_\_\_\_\_ Location \_\_\_\_\_

Telephone \_\_\_\_\_ Your Job Title \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ Mo/Yr To \_\_\_\_\_ Mo/Yr

Final Salary \$ \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_  
\_\_\_\_\_

**Explain any gaps in work history:** \_\_\_\_\_

\_\_\_\_\_

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

**High School Diploma:**  Yes  No    **G.E.D.:**  Yes  No  
School(s) \_\_\_\_\_ City/State \_\_\_\_\_

**College and/or Vocational School:** Circle # of Years Completed    1   2   3   4  
School(s) \_\_\_\_\_ City/State \_\_\_\_\_  
Major \_\_\_\_\_ Degree Earned \_\_\_\_\_

**Other Training/Certifications:**  
Course \_\_\_\_\_ Certificate Earned \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

**BUSINESS REFERENCES:** list people not related to you

Name \_\_\_\_\_ How Known \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ How Known \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ How Known \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_

**ADDITIONAL INFORMATION** Please list any additional information which you believe qualifies you for the position which you are seeking with Bellco Federal Credit Union.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize **Bellico Federal Credit Union** to verify their accuracy and to obtain reference information on my work performance. I understand that in order to be employed by **Bellico Federal Credit Union**, satisfactory results must be obtained on a criminal background, credit check, and bondability verification. I also understand that the position for which I am applying may require testing under a Substance Abuse Policy. I release **Bellico Federal Credit Union** from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of **Bellico Federal Credit Union**. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that **Bellico Federal Credit Union** is an at-will employer and that either **Bellico Federal Credit Union** or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_