

**Sharefax Credit Union, Inc.**  
**Application For Employment**

Sharefax Credit Union, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, gender identity, genetic information, disability or any other legally protected status.

**(PLEASE PRINT)**

Last Name:	First Name:	M.I.:
Address:	City:	State: Zip:
Home Number:	Cell Number:	

Position Applied For:	Date of Application:
Do you have any relatives or friends who work for the company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list their name _____	
How Did You Learn About Us?	
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative
	<input type="checkbox"/> Walk-in
	<input type="checkbox"/> Other _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?  
 Yes  No

Have you ever filed an application with us before?  Yes If yes, give date \_\_\_\_\_  No

Have you ever been employed with us before?  Yes If yes, give date \_\_\_\_\_  No

Have you ever had any bond coverage modified or revoked?  Yes  No

Has an application for a bond ever been declined?  Yes  No

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration status? *Proof of citizenship or immigration status will be required upon employment.*  
 Yes  No

On what date would you be available for work?

\_\_\_\_\_ Are you available to work:  Full Time  Part Time

Are you currently on "lay-off" status and subject to recall?  
 Yes  No

Can you travel if job requires it?  
 Yes  No

Have you ever been convicted of a crime (other than minor traffic violations) that has not been expunged, sealed, annulled, impounded, erased, eradicated, pardoned, or judicially dismissed?\*

This includes any criminal conviction for which you paid a fine, even though you did not appear in court. It is not necessary to include any minor parking offenses or minor speeding violations; however, list all other non-parking, non-speeding convictions (for example, convictions for driving under the influence of alcohol).  Yes  No

*Conviction will not necessarily disqualify applicants from employment.*

If yes, please explain \_\_\_\_\_

Note to Applicant: Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

## Employment Experience

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Employer:	Dates Employed		Work Performed:
Address:	From	To	
Telephone Number:			
Job Title:			Reason for Leaving:
Supervisor:			

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Job Title:			Reason for Leaving:
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If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.*

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## **Education**

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate College				
Other (Specify)				

Specialized Training- Describe any specialized training, apprenticeship, skills and extra-curricular activities acquired from school or the United States Military:

Computer Skills- List software programs in which you are proficient:

Other Qualifications- Summarize special job related skills and qualifications acquired from employment or other experience:

Other- State any additional information you feel may be helpful to us in considering your application:

**References**

Name:	Phone # Email:
Organization	Title
Name:	Phone # Email:
Organization	Title
Name:	Phone # Email:
Organization	Title

## Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize Sharefax Credit Union, Inc. to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Sharefax Credit Union, Inc. is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Sharefax Credit Union, Inc.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview:  Yes  No

Position(s) Applied For Is Open:  Yes  No

Positions Considered For:

Remarks: \_\_\_\_\_  
\_\_\_\_\_ Interviewer \_\_\_\_\_ Date

Employed:  Yes  No Date of Employment

Job Title: \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_