



## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

OneUnited Federal Credit Union is firm in its commitment to the principle of equal employment opportunity. We provide equal employment opportunity to all employees and applicants for employment without regard to race, color, age, sex, national origin, religion, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, citizenship, protected veteran status or any other prohibited basis of discrimination under applicable local, state or federal law. OneUnited Federal Credit Union provides reasonable accommodations to disabled individuals to assist in the hiring process and to qualified individuals with disabilities in the performance of essential job functions, as required by applicable local, state or federal law.

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

### PERSONAL INFORMATION

Legal name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security#: \_\_\_\_\_

Driver's License#: \_\_\_\_\_ State: \_\_\_\_\_  
(if position requires operation of a company vehicle)

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

United States Visa status, if applicable: \_\_\_\_\_

Have you been convicted of a felony?  Yes  No

If yes, please explain circumstances: \_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years old?  Yes  No

### POSITION INFORMATION

Position(s) applying for: \_\_\_\_\_ Salary desired:\$ \_\_\_\_\_

Employment status desired:  Full Time  Part Time  Temporary

What hours are you available to work? \_\_\_\_\_

If hired, when could you start? \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_





EDUCATION					
Type of school	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College/ University					
Graduate School					
Tech School					
Other					

Special courses, training or experience acquired, including military experience: \_\_\_\_\_

SKILLS		
<b>Clerical / Office skills:</b>		
<b>Computer skills:</b>	<b>Name of software:</b>	<input type="checkbox"/> PC <input type="checkbox"/> Mac <input type="checkbox"/> WPM
<b>Languages:</b>		
<b>Other special knowledge or skills:</b>		

Please describe any other experience, abilities or skills that might be helpful in considering your application:

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### CERTIFICATION & AUTHORIZATION

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date