



APPLICATION FOR EMPLOYMENT

All statements and questions are to be completed; the answers will be confidential.

1. PERSONAL INFORMATION				
Last Name		First Name		Middle Initial
Address		City	State	Zip Code
Home Phone	Cell Phone		Email Address	
2. EDUCATION AND SKILLS – Give record of highest level of school attended.				
Institution (Name, Address, City, State)			# of Years Attended	
Field of Study		Certification(s) or Degree(s)		
Additional Skills:				
3. WORK EXPERIENCE – Give full employment record, beginning with most recent employer.				
Company Name		Address		Phone Number
Dates of Employment		Job Title		Salary
Reason for Leaving			May we contact this Employer?	
Company Name		Address		Phone Number
Dates of Employment		Job Title		Salary
Reason for Leaving			May we contact this Employer?	
Company Name		Address		Phone Number
Dates of Employment		Job Title		Salary
Reason for Leaving			May we contact this Employer?	
Company Name		Address		Phone Number
Dates of Employment		Job Title		Salary
Reason for Leaving			May we contact this Employer?	

4. REFERENCES – Give the names and addresses of persons who know you (NOT RELATIVES)		
Name	Phone #	
Years Known	Business Relationship	
Name	Phone #	
Years Known	Business Relationship	
Name	Phone #	
Years Known	Business Relationship	
5. EMPLOYMENT DESIRED		
Position Applied For	Available Start Date	Desired Salary
Are you related to anyone at the Company?	Name and Relationship	
Have you been employed by the Company or its affiliates previously?		
If YES, please complete the following:	Company	Dates of Employment
Department/Title	Supervisor	Reason for Leaving
Are you bondable? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <i>"Being bondable" means you are eligible to be insured by a company that provides Security Bonds. This typically requires a clean criminal record.</i>		
6. CERTIFICATION AND AGREEMENT		

Applicant, please read the following carefully before signing:

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 Four Corners Federal Credit Union to verify their accuracy and to obtain reference information on my work performance. I hereby release Four Corners 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 the Employer. 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 any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature: _____ Date: _____

Four Corners 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, sexual orientation, gender identity or expression, marital status, national origin, disability or handicap, genetic information, or veteran status.