

# Application for Employment



Demopolis Federal Credit Union is an Equal Opportunity Employer. We consider qualified applicants for employment and do not discriminate on the basis of race, color, creed, religion, gender, sexual orientation, gender identity, disability status, national origin, protected veteran status, or any other status protected by federal, state, or local law.

*PLEASE TYPE OR PRINT (this is a fillable form)*

*COMPLETE THE APPLICATION IN ITS ENTIRETY. IF A QUESTION DOES NOT APPLY, PLEASE WRITE N/A.*

Date of Application \_\_\_\_\_

## Personal Information

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Best time for us to contact you: \_\_\_\_:\_\_\_\_ am \_\_\_\_:\_\_\_\_ pm Email Address \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ No

Are you authorized to work in the United States? ☐ Yes ☐ No

*If hired, proof of authorization to work in the U.S. will be verified through Form I-9 and E-Verify process.*

Can you travel if a job requires it? ☐ Yes ☐ No If yes, what percentage of the time? \_\_\_\_\_

Have you been terminated or given the opportunity to resign in lieu of termination in the last seven years? ☐ Yes ☐ No

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

Are you currently on layoff status and subject to recall? ☐ Yes ☐ No

Are you willing to work overtime? ☐ Yes ☐ No

## Position Information

Position(s) applying for: \_\_\_\_\_

Can you perform the essential functions of the job either with or without reasonable accommodations? ☐ Yes ☐ No

Type of employment desired:

☐ Seasonal/Temporary ☐ Permanent ☐ Full Time ☐ Part Time

Are you available to work at various locations? ☐ Yes ☐ No

Please explain: \_\_\_\_\_

Desired salary: \_\_\_\_\_

Have you ever worked for Demopolis Federal Credit Union before? ☐ Yes ☐ No

If yes, when? \_\_\_\_\_

Have you completed an application for employment with Demopolis Federal Credit Union before? ☐ Yes ☐ No

If yes, when and for what position(s)? \_\_\_\_\_

How did you learn about careers at Demopolis Federal Credit Union?

☐ Social Media   ☐ Referral   ☐ Employment Agency   ☐ Advertisement   ☐ Company Website   ☐ Other \_\_\_\_\_

When are you available to begin working? \_\_\_\_\_

Do you have any relatives or friends who work at Demopolis Federal Credit Union?   ☐ Yes   ☐ No

If yes, who, and what is the relationship? \_\_\_\_\_

Why do you want to work for Demopolis Federal Credit Union? \_\_\_\_\_

Why do you desire to make a career change? \_\_\_\_\_

**Work History**

Start with your present or most recent position\*. Include any job-related military service assignments and volunteer activities.

<b>Employer</b>				
Address		City	State	Zip
Position(s) Held				
Duties/Responsibilities Under Position Held				
Dates of Employment		Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title		Telephone Number		
Reason for Leaving				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Notice Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>Employer</b>				
Address		City	State	Zip
Position(s) Held				
Duties/Responsibilities Under Position Held				
Dates of Employment		Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title		Telephone Number		
Reason for Leaving				
May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

<b>Employer</b>				
Address		City	State	Zip
Position(s) Held				
Duties/Responsibilities Under Position Held				
Dates of Employment		Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title		Telephone Number		
Reason for Leaving				
May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

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Address	City	State	Zip
Position(s) Held			
Duties/Responsibilities Under Position Held			
Dates of Employment		Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
Supervisor's Name and Title		Telephone Number	
Reason for Leaving			
May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

## Military Service

Would you like to provide any information about your military experience? ☐ Yes ☐ No

## Non-Compete

Are you currently subject to a non-compete agreement that would prohibit you from working at Demopolis Federal Credit Union in the position for which you are applying? ☐ Yes ☐ No

If yes, please plan to provide a copy of the agreement at time of employment.

## Education

	Name and Address of School	Did you graduate?	Years Completed	Diploma/Degree
High School or GED				
Associate				
Bachelor				
Graduate				

## Special Skills and Qualifications, Licenses and Certifications

Please list any foreign languages you fluently speak: \_\_\_\_\_

Please list any skills or qualification you have: \_\_\_\_\_

Please list any licenses or certifications you have: \_\_\_\_\_

Have any applicable licenses or certifications been revoked or suspended? ☐ Yes ☐ No

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

Tell us anything else about yourself you believe may be helpful to us considering your application, including any job related training in the US military.

## References (Do not include any family members.)

Name	Phone Number
Type of Reference	Occupation

Name	Phone Number
Type of Reference	Occupation

Name	Phone Number
Type of Reference	Occupation

**Criminal Record**

Have you ever been arrested, charged, received a sentence for, pleaded no contest to, been placed on probation, fined, or convicted of a crime that has not been expunged or dismissed by a court other than a minor traffic violation? Criminal records not disclosed

may be considered falsification of this application, which may result in revocation of an employment offer:    ☐ Yes    ☐ No

If yes, please describe the details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Statement**

I certify the answers given are true and complete.

This application will be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this period of time will need to 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 Demopolis Federal Credit Union is of an “at will” nature, which means 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 Demopolis Federal Credit Union.

I authorize investigation of all statements contained in this application as may be necessary for arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or during my interview process may result in termination. I understand, also, that I am required to abide by all regulations of the Employer.

I have read and understood, and by my signature, consent to these statements.

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

\_\_\_\_\_  
Date