



APPLICATION FOR EMPLOYMENT

Demopolis Federal Credit Union is an equal opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, gender, national origin, ancestry, veteran status, marital status, sexual orientation or the presence of any non-job related medical condition or disability, or other characteristics protected by law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

THIS FORM IS FILLABLE

Position(s) Applying for:		
PERSONAL DATA		
Last Name, First Name, MI		Date:
Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your record? If so, please explain:		
Present Address: (Include Street, City, State and Zip Code)		
Previous Address: (if at current address less than two years)		
Phone #:	E-Mail Address:	Contact me by: ☐ Phone ☐ E-mail
Are you over 18 years of age? ☐ Yes ☐ No If no, Are you able to obtain a work permit? ☐ Yes ☐ No		
Are you legally authorized to work in the United States at the present time? ☐ Yes ☐ No		
Have you ever been convicted of a crime? ☐ Yes ☐ No Answering yes to this question is not an automatic bar to employment.	How did you hear about us? ☐ Newspaper Ad ☐ Radio Ad ☐ DFCU Website ☐ Employment Agency ☐ Friend/Family ☐ LinkedIn ☐ State Employ. Service ☐ Facebook ☐ Current DFCU employee - Please name: _____ ☐ Other Source: _____	
Salary Range Desired: \$ ☐ Hourly ☐ Annually		
Status: ☐ Full ☐ Part-Time		
Earliest start date:		
Have you ever been previously employed by DFCU? ☐ Yes ☐ No If yes, Dates of Employment: _____		
Position(s) held: _____ Your name when employed (if different than now): _____		
Are you related to any DFCU employee(s)? State names: _____		
Are there any days or hours that the credit union is open that you would not be able to work?		
Do you have any commitments to another employer that might affect your employment with this organization?		
EDUCATION BACKGROUND		
Name & Location	Course of study	Graduate? If yes, state degree
High School:		
College/Tech/Bus. Sch:	Major:	
	Minor:	
Graduate School:		

EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for the past FOUR employers.

Employer Name:			Telephone:	
Address: Street, City, State, Zip				
Supervisor Name:		Dates From:	To:	Position(s) Held:
Primary Duties:		Salary: Begin \$ End \$		
Reason for Leaving: Can we contact? ☐ Yes ☐ No				
Employer Name:			Telephone:	
Address: Street, City, State, Zip				
Supervisor Name:		Dates From:	To:	Position(s) Held:
Primary Duties:		Salary: Begin \$ End \$		
Reason for Leaving: Can we contact? ☐ Yes ☐ No				
Employer Name:			Telephone:	
Address: Street, City, State, Zip				
Supervisor Name:		Dates From:	To:	Position(s) Held:
Primary Duties:		Salary: Begin \$ End \$		
Reason for Leaving: Can we contact? ☐ Yes ☐ No				
Employer Name:			Telephone:	
Address: Street, City, State, Zip				
Supervisor Name:		Dates From:	To:	Position(s) Held:
Primary Duties:		Salary: Begin \$ End \$		
Reason for Leaving: Can we contact? ☐ Yes ☐ No				

JOB RELATED EXPERIENCE - Please provide below any additional information you believe would be of value in considering you for employment. Include any JOB RELATED professional or trade certifications, licenses, equipment qualified to operate, computer systems or hardware/software, and any other JOB RELATED special skills and abilities, classes, workshops or seminars attended.

OTHER JOB-RELATED EXPERIENCE - Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application (e.g., clubs, groups, professional organizations, etc). You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.

Personal References: Please list three personal references other than a relative or employer:

1. Name _____ Relationship To Applicant _____
Address _____ Phone # (_____) _____
2. Name _____ Relationship To Applicant _____
Address _____ Phone # (_____) _____
3. Name _____ Relationship To Applicant _____
Address _____ Phone # (_____) _____

Employer References: Please list up to three employer references:

1. Company _____ Supervisor _____
Address _____
Phone # (_____) _____ Your Job Title _____
2. Company _____ Supervisor _____
Address _____
Phone # (_____) _____ Your Job Title _____
3. Company _____ Supervisor _____
Address _____
Phone # (_____) _____ Your Job Title _____

Important: Please read carefully and initial each paragraph before signing.

(Initials)

_____ I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete. I understand that any false information, inaccurate information, or omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Demopolis Federal Credit Union if discovered at a later date. I agree to immediately notify Demopolis Federal Credit Union if I should be convicted of or charged with any crime, other than a minor traffic offense, while my job application is pending, or during my period of employment, if hired.

_____ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide Demopolis Federal Credit Union with relevant information and opinion that may be useful to it in making a hiring decision, and I release such persons and organizations from any liability and damage arising from the release of this information.

_____ I understand that if employed and my employment is terminated by Demopolis FCU for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

_____ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may be terminated at any time.

Applicant's Signature _____ Date _____