



# APPLICATION FOR EMPLOYMENT

## Applicant Information

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and or interview process should notify a representative of the Human Resources Department.

Date of Application: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number, Street & Apt. # City State ZIP Code

Telephone Number: \_\_\_\_\_ Mobile/Other Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of employment desired: Full-Time Part-Time Temporary Seasonal Education / Internship

Date Available for Work: \_\_\_\_\_ What is your desired wage? \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions \_\_\_\_\_ YES NO

List any friends or relatives working for us \_\_\_\_\_

Driver's License number if driving may be required in position for which you are applying \_\_\_\_\_

Are you below the age of 18? YES NO

Are you legally authorized to work in the United States? YES NO

## Skills and Qualifications

Summarize any special training skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

(Start with your present or last job. If more room is needed, you may attach additional sheets.)

**(PLEASE PRINT)**

<i>Employer</i>	<i>Dates Employed</i>		<i>Responsibilities/Work Performed</i>
<i>Address</i>	<i>From</i>	<i>To</i>	
<i>Telephone Number</i>			
<i>Job Title</i>	<i>Hourly Rate/Salary</i>		
<i>Supervisor</i>	<i>Starting</i>	<i>Final</i>	
<i>Reason For Leaving</i>			
<i>Employer</i>	<i>Dates Employed</i>		<i>Responsibilities/Work Performed</i>
<i>Address</i>	<i>From</i>	<i>To</i>	
<i>Telephone Number</i>			
<i>Job Title</i>	<i>Hourly Rate/Salary</i>		
<i>Supervisor</i>	<i>Starting</i>	<i>Final</i>	
<i>Reason For Leaving</i>			
<i>Employer</i>	<i>Dates Employed</i>		<i>Responsibilities/Work Performed</i>
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<i>Telephone Number</i>			
<i>Job Title</i>	<i>Hourly Rate/Salary</i>		
<i>Supervisor</i>	<i>Starting</i>	<i>Final</i>	
<i>Reason For Leaving</i>			

May we contact your present/last supervisor? Yes  No

AN EQUAL OPPORTUNITY EMPLOYER

Starting with your most recent school attended, provide the following information.

Educational Background				
School (include City & State)	Years Completed	Completed	GPA	Major/Minor
		Diploma Degree Certificate Other	GED	
		Diploma Degree Certificate Other	GED	
		Diploma Degree Certificate Other	GED	

**References**

List the name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Years Known

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I understand that any offer of employment I receive will be contingent upon passing a background screen and pre-employment drug test.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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



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