



*Federal Credit Union*

PHONE: 207-878-3441  
FAX: 207-797-4924 Attn: Hiring Manager  
E-MAIL: careers@myccfcu.com

# EMPLOYMENT APPLICATION

**CONFIDENTIAL**

**DIRECTIONS:**

- \* TYPE OR PRINT USING BLACK INK OR MARKER, PLEASE ANSWER ALL QUESTIONS (unless specified otherwise)
  - \* IF YOU NEED ADDITIONAL SPACE, ATTACH A SUPPLEMENTAL SHEET
  - \* SIGN THE COMPLETED APPLICATION
- (Accommodations are available for the application process)

## GENERAL INFORMATION

NAME (LAST)		(FIRST)	(MIDDLE)	SOCIAL SECURITY NO.	DATE OF APPLICATION
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)				PHONE NO. – DAY ( )	PHONE NO. – EVENING ( )
ADDRESS WHERE YOU MAY BE CONTACTED IF DIFFERENT FROM PRESENT ADDRESS					ALTERNATE PHONE NO. ( )
HAVE YOU PREVIOUSLY APPLIED AT CCFCU? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, HAVE YOU WORKED AT CCFCU? <input type="checkbox"/> YES <input type="checkbox"/> NO		DATES OF EMPLOYMENT	DEPARTMENT	POSITION SUPERVISOR

ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED NO CONTEST TO A CRIME?  YES  NO

IF YES, PLEASE EXPLAIN. (PLEASE NOTE THAT CONVICTION OF A CRIME DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM EMPLOYMENT. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING. SERIOUSNESS AND NATURE OF THE OFFENSE, TIME ELAPSED, AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.)

CCFCU POLICY PROVIDES THAT RELATIVES/HOUSE MATES SHALL NOT BE EMPLOYED WHERE A SUPERVISORY RELATIONSHIP WOULD OCCUR. PLEASE LIST ANY RELATIVES OR HOUSE MATES WORKING HERE AND THEIR RELATIONSHIP TO YOU.

HOW DID YOU LEARN ABOUT /THE POSITION?

## POSITION YOU ARE APPLYING FOR

POSITION DESIRED	<input type="checkbox"/> FULL TIME ONLY <input type="checkbox"/> PART TIME ONLY <input type="checkbox"/> ANY F.T. OR P.T. HOURS AVAILABLE	DATE AVAILABLE TO START WORK
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ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMODATIONS?

PLEASE SEE ATTACHED JOB DESCRIPTION  YES  NO

PLEASE NOTE THAT THE EMPLOYMENT RECORD AND EDUCATION SECTIONS DO NOT NEED TO BE COMPLETED IF AN ATTACHED RESUME PROVIDES ALL OF THE SPECIFIC REQUESTED INFORMATION. IF THERE IS INFORMATION REQUESTED THAT IS NOT ON YOUR RESUME, PLEASE BE SURE TO PROVIDE THAT INFORMATION IN ORDER TO ENSURE YOUR APPLICATION MATERIALS WILL BE CONSIDERED.

## EMPLOYMENT RECORD PLEASE LIST RECENT EMPLOYMENT FIRST; STUDENTS SUBSTITUTE ACADEMIC REFERENCES

EMPLOYER	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
START DATE	END DATE	LAST SUPERVISOR'S NAME	REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ( )
POSITION DESCRIPTION			

EMPLOYER	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
START DATE	END DATE	LAST SUPERVISOR'S NAME	REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ( )
POSITION DESCRIPTION			

**EMPLOYMENT RECORD (CONTINUED)**

EMPLOYER		FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
START DATE	END DATE	LAST SUPERVISOR'S NAME		REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE				PHONE (    )
POSITION DESCRIPTION				

**EDUCATION**

INDICATE HIGHEST GRADE COMPLETED FOR EACH CATEGORY:	GRAMMAR 1 2 3 4 5 6 7 8 <input type="checkbox"/>	HIGH SCHOOL 1 2 3 4 <input type="checkbox"/>	COLLEGE 1 2 3 4 <input type="checkbox"/>	GRADUATE SCHOOL 1 2 3 4 <input type="checkbox"/>
NAME OF SCHOOL	ADDRESS OF SCHOOL	MAJOR COURSE	DIPLOMA, DEGREE, OR CERTIFICATE	
HIGH SCHOOL				
COMMERCIAL OR TECHNICAL				
COLLEGE				
POST GRADUATE				
OTHER EDUCATIONAL EXPERIENCE				

LIST PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES AND PUBLICATIONS YOU CONSIDER SIGNIFICANT.

**AUTHORIZATION      APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING IN ORDER TO BE VALID**

- 1. TERMS OF EMPLOYMENT.** I UNDERSTAND THAT ALL EMPLOYMENT AT THE CREDIT UNION IS "AT WILL," THAT IS, THE EMPLOYEE MAY LEAVE AT ANY TIME, AND THE CREDIT UNION MAY DISMISS ANY EMPLOYEE AT ANY TIME WITHOUT CAUSE.
- 2. BENEFITS, POLICIES, AND PROCEDURES.** I UNDERSTAND THAT THE CREDIT UNION OFFERS A BENEFITS PACKAGE FOR EMPLOYEES AND MAINTAINS PERSONNEL POLICIES AND PROCEDURES, ANY OF WHICH MAY BE MODIFIED AT ANY TIME BY THE CREDIT UNION WITHOUT PRIOR NOTICE.
- 3. AUTHORIZATIONS.** I AUTHORIZE: (A) THE CREDIT UNION TO INVESTIGATE ALL STATEMENTS MADE ON THIS APPLICATION OR ANY OTHER MATERIALS SUBMITTED BY ME IN CONNECTION WITH EMPLOYMENT AT THE CREDIT UNION; (B) THE CREDIT UNION TO CONTACT ANY PAST EMPLOYERS OR ANY LISTED REFERENCES; (C) ANY PERSON, SCHOOL, ORGANIZATION, EMPLOYER, OR GOVERNMENTAL AGENCY TO PROVIDE THE CREDIT UNION WITH RELEVANT INFORMATION AND OPINION THAT MAY BE USEFUL TO THE CREDIT UNION IN MAKING THIS EMPLOYMENT DECISION AND I RELEASE SUCH PERSONS AND ORGANIZATIONS AND THE CREDIT UNION FROM ANY LEGAL LIABILITY AS A RESULT OF PROVIDING SUCH INFORMATION.
- 4. CRIMINAL CONDUCT.** I AGREE TO NOTIFY THE CREDIT UNION OF ANY FUTURE CONVICTION OF ANY FELONY OR ANY CRIME INVOLVING DISHONESTY OR VIOLENCE AGAINST ANOTHER PERSON WHILE THIS APPLICATION IS PENDING OR DURING MY FUTURE EMPLOYMENT.
- 5. CONFLICTS.** I UNDERSTAND THAT, IF HIRED, I MAY NOT HOLD OTHER EMPLOYMENT NOR ENGAGE IN OTHER ACTIVITIES WHICH WOULD CREATE A CONFLICT WITH MY POSITION AT THE CREDIT UNION.
- 6. PHYSICAL EXAMINATION.** I ACKNOWLEDGE THAT I MAY BE REQUIRED TO UNDERGO A POST OFFER PHYSICAL EXAMINATION.
- 7. I CERTIFY THAT THE FACTS SET FORTH IN THIS APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I AM EMPLOYED, FALSE STATEMENTS, OMISSIONS, OR MISREPRESENTATIONS MAY RESULT IN MY DISMISSAL.**

**I HEREBY CERTIFY THAT ALL THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE AND THAT I HAVE READ THE SEVEN ITEMS LISTED ABOVE AND AGREE TO THESE TERMS IN THEIR ENTIRETY.**

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

THANK YOU FOR COMPLETING THIS APPLICATION AND FOR YOUR INTEREST IN THE CUMBERLAND COUNTY FEDERAL CREDIT UNION

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY, AGE, VETERAN STATUS, MARITAL STATUS, AND ANY OTHER STATUS PROTECTED BY LAW. EMPLOYMENT IS CONTINGENT UPON FURNISHING APPROPRIATE EVIDENCE OF IDENTITY AND EMPLOYMENT ELIGIBILITY.