

Application for Employment

230 N. Royal Ave.
113 South St.
Front Royal VA 22630
(540) 635-7133

**EQUAL OPPORTUNITY
EMPLOYER**

Thank you in your interest in applying for a position with Front Royal Federal Credit Union. The credit union does not discriminate in hiring or employment on the basis of race, color, religion, natural origin or sex, or on the basis of age against those whose age is over 40 or on the basis of disability not preventing the applicant's ability to perform the essential functions of the job available with or without reasonable accommodations.

Name: _____ Date of Application: _____
LAST NAME FIRST NAME MI Social Security No.: _____

Present Address: _____ Telephone No.: _____
NO. STREET

CITY STATE ZIP CODE

How long have you lived at the above address? _____

Previous Address: _____ How long did you live there? _____
NO. STREET

CITY STATE ZIP CODE

Are you legally eligible for employment in the United States? _____ Approx: Sal. Expected: _____
 Dates Available: _____ Referral Source: _____

Have you ever filed an application here before? Yes No (Check One)
 If so, please give date: _____
 Have you had experience in handling money? Where? _____
 Have you had sales experience? Where? _____ What Kind? _____
 What office machines can you operate? _____
 Can you type? _____ WPM _____
 Word Processing & Personal Computer Skills: _____
 Are you seeking part-time or full-time? Part-Time Full-Time (Check One)
 If part-time, when are you available? _____ Hours _____ Days _____
 It is present practice of the credit union not to hire any applicant who is relative, by blood or marriage, to a current employee for regular, full-time, or part-time positions.
 Do you have relatives employed at the credit union? _____
 Have you ever been convicted of or plead guilty to a criminal offense which has not been expunged from your record? Yes No (Check One)
 If yes, please identify:
 _____ Misdemeanor: _____
 _____ Felony: _____
 _____ Military Service Conviction: _____
 (Do not include traffic violations for which a monetary fine was only penalty)

This application will remain in an active status for a minimum of 60 days. If you wish to maintain active status, please contact the Human Resources Department within that time.

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Discuss in 1 or 2 paragraphs: What did you enjoy most about your previous employment? Why? What aspect of your previous employment did you like the least? Have you had work experience that, in your opinion, will make you especially suited for a credit union atmosphere? If so, explain. What sales experience have you had? How do you see sales being a part of the position you are applying for? Use back of application or additional pages if necessary.

List below all present and past employment, beginning with your most recent. Account for all time since school, including unemployment periods. Use back of application or additional pages if necessary (Failure to account for all time will result in the disqualification of your application).

1	Firm Name	Telephone Number	Employed (MO/YR to MO/YR)	Salary-Starting	At Termination
Address (City, State, & Zip Code)				Position-Starting	At Termination
Supervisor or Dept. Mgr.		Reason for Leaving		May we contact this employer?	
Describe Job Duties:					
2	Firm Name	Telephone Number	Employed (MO/YR to MO/YR)	Salary-Starting	At Termination
Address (City, State, & Zip Code)				Position-Starting	At Termination

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Supervisor or Dept. Mgr.		Reason for Leaving		May we contact this employer?	
Describe Job Duties:					
3	Firm Name	Telephone Number	Employed (MO/YR to MO/YR)	Salary-Starting	At Termination
Address (City, State, & Zip Code)				Position-Starting	At Termination
Supervisor or Dept. Mgr.		Reason for Leaving		May we contact this employer?	
Describe Job Duties:					

230 N. Royal Ave.
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P.O. Box 1470
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GENERAL INFORMATION

APPLICANTS NAME: _____ DATE: _____

ADDRESS: _____

APPLICANT'S SOCIAL SECURITY NUMBER: _____ - _____ - _____

APPLICANTS AUTHORIZATION

I hereby authorize Equifax to verify my present and previous employment information, including salary, performance, attendance, and warning notices. I further authorize Equifax to verify my past and present driving records, education records, credit history, and professional credentials. I also authorize Equifax to perform a criminal record search.

I understand that Equifax does not guarantee the accuracy or timeliness of the information obtained from other sources and Equifax will not be reliable for any inaccuracy in the information obtained from other sources that is included in the report.

Further, I authorize my current and former employers, as well as appropriate agencies, to provide such information to Equifax. I hereby release and hold harmless Equifax on account of its collection of such information in connection with the report and acknowledge that Equifax does not participate in any decisions concerning my employment.

APPLICANT'S SIGNATURE

DATE

CONSUMER DISCLOSURE

I understand that a pre-employment consumer report may be obtained from the Equifax Credit Info. Systems for employment purposes.

Equifax Credit Information Systems
1150 Lake Hearn Drive – Suite 460
Atlanta, GA 30372
800-685-1111

APPLICANT'S SIGNATURE

DATE