FRONT ROYAL
FEDERAL CREDIT UNION

Thank you for your interest in working for Front Royal Federal Credit Union! The instructions for applying for employment electronically are as follows:

1. Download this fillable application to your computer
2. Complete all fields
3. Save completed file to your computer
4. Email completed application as an attachment to frfcu@frontroyalfcu.org

FRONT ROYAL
FEDERAL CREDIT UNION

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
Last 4 of SSN: _____

Present Address: _____ Telephone No.: lsjdflsjd
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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Record of Service

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate? (Yes/No)	List Diploma/Degree
High School			_1 _2 _3 _4		
College			_1 _2 _3 _4		
Other (Specific)			_1 _2 _3 _4		

Military Service Record

Were you in the U.S. Armed Forces?___Yes ___No If yes, what branch? _____

Dates of duty: _____ to _____ Rank at discharge? _____

MO. DAY YEAR MO. DAY YEAR

List duties in the service, include special training: _____

Personal References

(Not former Employers or Relatives)

Name and Occupation	Address	Phone Number

I affirm that the facts set forth above in my application for employment are true and complete and I understand and acknowledge that any misrepresentation or omission of any facts in my application may lead to my dismissal whenever any misrepresentation or omission is discovered.

I hereby specifically release from all liability Front Royal Federal credit Union and all persons, companies, and corporations who may be contracted to verify or supplement any information I have provided.

I understand that nothing in the application process is intended to create an employment contract and that no promises regarding employment have been made to me. I understand, that if I am employed, it will be for no specific period of time and that this employment will be terminable at any tie without notice or for any reason. I understand that no supervisor other than management has the authority to alter this at-will relationship unless stated in a specific writing signed by me and an officer of Front Royal Federal Credit Union.

I also understand that the credit union has the write to promulgate rules and regulations governing the conduct of its employees, and, in the event of my employment, I will comply with them. I understand that non-compliance with the rules and regulations governing the conduct of employees may be grounds for disciplinary action, up to, and including discharge.

I also understand that I may receive a complete copy of this statement at the time of my application by requesting a copy from the Human Resources Department.

_____

Signature of Applicant

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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

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:					

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Please email this
completed application to:
frfcu@frontroyalfcu.org

GENERAL INFORMATION

APPLICANTS NAME: _____ DATE: _____

ADDRESS: _____

LAST 4 DIGITS OF 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