

Application for Employment



Forest Area Federal Credit Union is an equal opportunity employer. All applicants will be considered regardless of race, color, religion, sex, sexual orientation, gender identity, pregnancy (current, past, or potential), national origin, union membership, age, protected veteran or military status, disability, genetic status, or any other legally protected status. Equal access to the hiring process, services, and employment is available to all persons. Applicants requiring accommodations to the application and/or interview process should contact the Human Resources department.

Each question should be answered completely and accurately. **No action will be taken on this application until all questions have been answered and the application has been signed and dated.** Verification of eligibility to work in the U.S. will be required if an employment offer is made.

Employee Information

Full Name: (Last): _____ (First): _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail Address: _____

Home Phone: _____ Cell Phone: _____

Other Names Used: _____

Previous Address: _____

Previous Address: _____

Position(s) applied for: _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you been employed here before? Yes No If yes, give date: _____

Are any of your relatives presently employed here? Yes No If yes, please provide names of relatives, their positions, and departments.

Are you employed now? Yes No Date available for work: _____

Wage expected: \$ _____ per Hour Month Year

Are you available to work? Full time Part time Temporary

Are you fluent in any foreign language (if job related)? If yes, please list. _____

Are you 18 years of age or older? Yes No

Have you ever been convicted of a felony or misdemeanor that has not been annulled, expunged, or sealed by a Court? Yes No If yes, please indicate the State and County, and explain the circumstances of your conviction.

EDUCATION

	High School	College/University	Graduate/Professional
School Name:			
Diploma/Degree:			
Honors Received:			
Course of Study:			

EMPLOYMENT EXPERIENCE

List all your work experience, including military and voluntary service assignments. **Start with your present or last job.** Attach additional page(s) if necessary.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From: _____ To: _____

Starting Wage: _____ Ending Wage: _____

Other Compensation (Bonus, commission, incentive pay) _____

Reason for Leaving: _____

Work Performed: _____

May we contact this employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Supervisor: _____

Dates Employed: From: _____ To: _____

Starting Wage: _____ Ending Wage: _____

Other Compensation (Bonus, commission, incentive pay) _____

Reason for Leaving: _____

Work Performed: _____

May we contact this employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____
Address: _____
Job Title: _____ Supervisor: _____
Dates Employed: From: _____ To: _____
Starting Wage: _____ Ending Wage: _____
Other Compensation (Bonus, commission, incentive pay) _____
Reason for Leaving: _____
Work Performed: _____
May we contact this employer? Yes No If no, why not? _____

Employer: _____ Telephone: _____
Address: _____
Job Title: _____ Supervisor: _____
Dates Employed: From: _____ To: _____
Starting Wage: _____ Ending Wage: _____
Other Compensation (Bonus, commission, incentive pay) _____
Reason for Leaving: _____
Work Performed: _____
May we contact this employer? Yes No If no, why not? _____

SKILLS/TRAINING

Please summarize your job-related skills or specialized training:

List job-related professional, trade, business, or civic associations and any offices held. (Exclude memberships that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

List job-related special accomplishments, publications, and awards. (Exclude information that would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

List any additional information you would like us to consider.

REFERENCES

Give the name and contact information of three (3) business/work references who are not related to you. List at least one of your previous supervisors.

Name	Company	Job Title	Work Phone	E-Mail Address

ACKNOWLEDGEMENTS AND CONSENT

Accuracy of Information. I certify that the information in this Application for Employment is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews is grounds for disqualification from further consideration for employment, or for termination if employed.

Information Release. I authorize Forest Area Federal Credit Union to contact any company, institution, or individual it deems appropriate to investigate my employment history, character, qualifications, driving record, criminal convictions, credit, and other job-related information. I give my full consent for all contacted persons, including former employers, to provide the information concerning this application. Further, I waive my right to bring a claim against these individuals or companies for any damages arising from furnishing the requested information to the Credit Union. I also release Forest Area Federal Credit Union and those Credit Union employees performing these checks from all liability that might result from checking such references and obtaining such information. **Note:** Background checks, including driving record, credit, and criminal convictions, will only be performed when job related and consistent with business necessity. Criminal convictions do not automatically disqualify applicants from consideration.

Drug Testing. A post-offer drug and/or physical examination may be required. I understand that, as allowed by the Americans with Disabilities Act, any offer of employment may be withdrawn if I test positive for illegal drugs and/or if a condition is discovered which does not permit me to perform the essential functions of the job and for which no reasonable accommodation can be made.

Application Status. I understand that this application is current for only 60 days. At the conclusion of this time, if I have not heard from Forest Area Federal Credit Union and still wish to be considered for employment, I understand that it will be necessary for me to complete a new application.

Claims. I understand and agree that if I file a claim or suit arising out of my employment, or termination of my employment with Forest Area Federal Credit Union, I must file the claim or suit within the time period provided by statute or within 180 days of the event giving rise to the claim, whichever is shorter/earlier or I will be barred from bringing the same, and I agree to waive any limitations period that is greater than 180 days.

Arbitration. I acknowledge and understand that in exchange for continued employment with Forest Area Federal Credit Union, **any and all claims or suits** arising out of my employment, or termination of employment, with Forest Area Federal Credit Union, **including any and all claims of discrimination in violation of state and/or federal civil rights statutes**, shall be submitted to and settled by arbitration in the State of Michigan, by an arbitrator mutually agreed to by me and Forest Area Federal Credit Union. The arbitration will be procedurally conducted pursuant to the Employment Rules then in effect of the American Arbitration Association.

AT-WILL EMPLOYMENT. I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT AT FOREST AREA FEDERAL CREDIT UNION IS "AT-WILL" AND MAY BE TERMINATED BY ME OR BY THE CREDIT UNION AT ANY TIME FOR ANY REASON, WITH OR WITHOUT CAUSE OR PRIOR NOTICE. I UNDERSTAND THAT NO EMPLOYMENT OFFER IS BEING MADE BY FOREST AREA FEDERAL CREDIT UNION AT THIS TIME. I ALSO UNDERSTAND THAT NOTHING IN THIS APPLICATION IS INTENDED TO IMPLY OR CREATE AN EMPLOYMENT CONTRACT AND THAT NO CREDIT UNION REPRESENTATIVE HAS THE AUTHORITY TO MAKE ANY ASSURANCE TO THE CONTRARY.

EMPLOYMENT-AT-WILL DOES NOT IMPACT MY RIGHT TO NEGOTIATE SINGLY OR IN A GROUP AND PARTICIPATE IN CONCERTED ACTIVITIES REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT UNDER THE NATIONAL LABOR RELATIONS ACT.

Signature: _____ Date: _____

Printed Name: _____ Soc. Sec. #: _____