



EMPLOYMENT APPLICATION

Chen-Del-O Federal Credit Union is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability, genetic information, or any other characteristic protected by law. **Please print clearly.**

PERSONAL INFORMATION:

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Position Desired: _____ Salary desired: _____ Date Available: _____

Work Availability: Full Time _____ Part Time _____

If Part Time, specify days and hours available: _____

Have you ever worked at a credit union before? _____ If yes, reason for leaving: _____

Can you provide the documents required to establish your eligibility to work in the U.S.? _____ Yes _____ No

Are you 18 years of age or older? _____ Yes _____ No

Are you bondable? _____ Yes _____ No

How were you referred to Chen-Del-O FCU? _____

EDUCATION:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Graduate: Yes ___ No _____ Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Graduate: Yes ___ No _____ Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Graduate: Yes ___ No _____ Degree/Diploma: _____

SKILLS/TRAINING/CERTIFICATIONS:

Please describe any special job related qualifications acquired from employment, education, or volunteer experience: _____

RECORD OF EMPLOYMENT:

Start with your **present** or most **recent** position:

Employer: _____ Telephone: _____

Address: _____

Position: _____ Supervisor's Name: _____

May we contact: Yes ___ No ___ If no, reason: _____

Dates Employed (M/Y): _____ to _____

Duties: _____

Reason for Leaving: _____

(please explain any gap between the position above and the position below)

Employer: _____ Telephone: _____

Address: _____

Position: _____ Supervisor's Name: _____

May we contact: Yes ___ No ___ If no, reason: _____

Dates Employed (M/Y): _____ to _____

Duties: _____

Reason for Leaving: _____

(please explain any gap between the position above and the position below)

Employer: _____ Telephone: _____

Address: _____

Position: _____ Supervisor's Name: _____

May we contact: Yes ___ No ___ If no, reason: _____

Dates Employed (M/Y): _____ to _____

Duties: _____

Reason for Leaving: _____

REFERENCES:

(Do not include relatives)

Name	Occupation	Years Known	Contact Information
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

APPLICANT’S STATEMENT:

I understand that employment with Chen-Del-O Federal Credit Union is at-will, meaning that I or Chen-Del-O Federal Credit Union may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I understand that if I am employed, any false, misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the credit union’s service, whenever it is discovered. I understand that if I am hired, I will be required to provide proof of identity and legal work authorization. I must be considered bondable as a requirement of employment and will be subject to a background check.

I give the credit union the right to contact and obtain information from all personal references, employers (unless otherwise indicated), and educational institutions and to verify the accuracy of the information contained in this application. I hereby release from liability the credit union and its representatives for seeking, gathering and using such information and all other persons, corporations, or organizations for furnishing such information.

I understand this application will be active for 60 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

If I am hired, I understand that I am free to resign at any time, with or without cause or without prior notice, and the credit union reserves the same right to terminate my employment at any time, with or without cause and 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 representative of the credit union, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by the authorized officer.

I further understand that my employment with the Credit Union shall be probationary for 6 months and that at any time during the introductory period or thereafter, my employment relation with the Credit Union is terminable at will for any reason by either party.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions. I certify that all information contained in this application (and accompanying resume, if any) is true and complete.

Signature of Applicant: _____ **Date Signed:** _____

Thank you for your application and your interest in Chen-Del-O FCU!
Return the application to: PO Box 102, 114 Main St, Franklin, NY 13775, or email
apittsnogle@chendelo.org