



Employment Application

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or marital status, or the presence of a non-related medical condition or disability. All questions may be answered and application signed. Any application that provides unrequested information will be automatically rejected.

Position(s) Applied for _____ Date of Application _____

Referral Source: Advertisement Employee Relative Walk-in
 Government Employment Agency Private Employment Agency
 Internet Other _____

Name: _____ Social Security No. _____
Last First Middle

Current Address: _____
Number Street City State Zip

Time at this Address: _____

Previous Address: _____
Number Street City State Zip

Time at this Address: _____

Telephone Number: () _____ Best time to call, if necessary: _____

What date are you available for employment? _____ Date: _____

Type of employment desired: (check all that apply) Full Time Part Time Temporary Seasonal

Are you able to work overtime if required? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Have you previously worked at Millstream Area Credit Union? Yes No

Are you eligible to work in the United States? Yes No

(Proof of eligibility will be required before you can be employed.)

Are you presently on layoff and/or subject to recall from any other company? Yes No

If yes, please explain: _____

Have you ever been convicted of or pleaded guilty to a felony in the past seven years? Yes No

If yes, please explain: (give date, location, charge, etc.) _____

(Conviction will not necessarily disqualify you for employment.)

If the job requires, do you have a valid drivers license? Yes No

DL # _____ Type: _____ State _____

Have you had any moving violations in the past 3 years? Yes No

If yes, please describe: _____

Do you have any relatives currently employed by Millstream Area Credit Union? Yes No

If yes, please list: _____

If you are under 18, can you furnish a work permit? Yes No

Person to be contacted in case of an emergency: _____ Relationship: _____

Name: _____ Telephone Number: () _____
Last First Middle

Address: _____
Number Street City State Zip



Educational Background:

Type of School	Name/City	Years Attended	Graduated	Course/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employment History:

List your last three (3) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer:	Telephone: ()	Dates Employed Month & Year		Summarize the nature of the work performed and job responsibilities
		From	To	
Address:				
Job Title:		Hourly Rate/Salary Starting		
Immediate Supervisor and Title:		\$	per	
Reason for Leaving:		Hourly Rate/Salary Final		
May we contact for reference / verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	
Employer:	Telephone: ()	Dates Employed Month & Year		Summarize the nature of the work performed and job responsibilities
		From	To	
Address:				
Job Title:		Hourly Rate/Salary Starting		
Immediate Supervisor and Title:		\$	per	
Reason for Leaving:		Hourly Rate/Salary Final		
May we contact for reference / verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	
Employer:	Telephone: ()	Dates Employed Month & Year		Summarize the nature of the work performed and job responsibilities
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Job Title:		Hourly Rate/Salary Starting		
Immediate Supervisor and Title:		\$	per	
Reason for Leaving:		Hourly Rate/Salary Final		
May we contact for reference / verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	per	

Comments and other skills and qualifications (including explanation of any gaps in employment):

References:

List name and telephone number of three business/work references who are not related to you and are not previous supervisors.

If not applicable, list three school or personal references who are not related to you, whom have knowledge of your work ethic, experience and abilities.

Name	Telephone	Years Known	Relationship

I certify that the facts contained in this application are true and complete. Any misrepresentation or falsification of the information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.

I understand that, if employed, my employment is not guaranteed for any term, and any employment may be terminated by the employer or myself at any time and for any reason with or without prior notice. No representative of Millstream Area Credit Union other than the CEO is authorized to make any assurance or promise of continued employment and any such assurance must be in writing signed by the CEO.

If I am employed, I agree to comply with and be bound by the safety and health rules and regulations, and rules of conduct of Millstream Area Credit Union.

This application will remain on active file for 60 days. If I am hired within this period, this form will be transferred to my individual personnel file. If I am not hired or have not heard from this employer within 60 days, this application is no longer active and I will need to reapply for employment if I wish to be considered for a job with Millstream Area

I give the employer and/or its agents, including consumer reporting bureaus, the right to investigate any and all statements made in this application for the purpose of employment and retention of employment. This investigation may include, but not limited to, credit reports, criminal conviction records, motor vehicle driving records and previous employment history. Further, I hereby release from liability and hold harmless this employer, its representatives, all persons and organizations/companies for furnishing such information.

If required, I agree to a drug testing prior and during employment or for post accident occurrences.

The employer, Millstream Area Credit Union, is an Equal Opportunity Employer. The employer does not discriminate in employment and no questions on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

NOTICE: This is to inform you that as part of processing your employment application, we may obtain a consumer report and/or an investigative report which includes information as to your character, general reputation, personal characteristics and mode of living. If an investigative report is requested, you have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. By signing below, you acknowledge receipt of a copy of this notice and a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act."

Signature of Applicant: _____

Date: _____

