

## **Applicant Statement**

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to me foregoing and then only in a writing signed by an officer.

I understand that if I am hired I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### **AUTHORIZATION TO OBTAIN CREDIT REPORT FOR EMPLOYMENT PURPOSES**

Upon application for employment with Community Financial Credit Union, an applicant's credit history will be researched for employment purposes and may contribute to the basis of our employment decision. Such a credit history report will be used only for permissible employment purposes which include hiring, retention, reassignment, promotion or discharge. Each applicant's credit history report will be evaluated on a case by case basis. Such evaluation shall take into account the nature of any derogatory entry thereon, the amounts involved in any particular entry, the time frame during which an entry has remained unresolved on the credit history report and the completion of any resolution or explanation of any entries. All will be considered in light of the nature of the job for which the applicant has applied. However, no adverse action will be taken solely upon the information that an individual has declared bankruptcy, discharged a debt or not paid a discharged debt.

I have read the above clear and conspicuous disclosure of intent to obtain my credit report for employment purposes. I hereby authorize Community Financial Credit Union to obtain a credit report for employment purposes. I understand that a copy of my credit report and a summary of my rights as a consumer will be provided to me before any decision adversely affecting my employment is made, provided that any adverse decision is based on my credit report.

My address is:

\_\_\_\_\_  
\_\_\_\_\_

My social security number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Printed name: \_\_\_\_\_

Signed: \_\_\_\_\_

Witness: \_\_\_\_\_



Join Us ... We're Here For You!

417.862.0471

PO Box 1217

Springfield MO 65801-1217

Tampa Office:

815 W Tampa

Springfield MO 65802

Walnut Lawn Office:

1220 E Walnut Lawn Ave

Springfield MO 65804

FOR OFFICE USE ONLY		
Possible Work Locations	Work Location:	Rate:
Possible Positions	Position:	Date:

# Application for Employment

(Please print plainly)

## Personal Information

Date \_\_\_\_\_ Position(s) applied for \_\_\_\_\_  Part-Time  Full-Time

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
No. Street City State ZIP

Telephone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you legally eligible for employment in the U.S.A.? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, verification will be required.)

Have you submitted an application here before? \_\_\_\_\_ If yes, give date(s) and position(s) \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, give date(s) and position(s) \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

What is your desired salary range or hourly rate of pay? \$ \_\_\_\_\_ Per \_\_\_\_\_

Are there other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicants should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage.)

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## Employment History

List below present and past employment, beginning with your most recent.

Employer	Telephone #	Dates employed: Month / Year to Month / Year
Street address	City	State
		Compensation (Starting)
Type of Business	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Starting job title/final job title		Compensation (Final)
Immediate supervisor (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per

Why did you leave?

Summarize the type of work you performed and job responsibilities:

Employer	Telephone #	Dates employed: Month / Year to Month / Year
Street address	City	State
		Compensation (Starting)
Type of Business	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Starting job title/final job title		Compensation (Final)
Immediate supervisor (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per

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Summarize the type of work you performed and job responsibilities:

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Street address	City	State
		Compensation (Starting)
Type of Business	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Starting job title/final job title		Compensation (Final)
Immediate supervisor (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per

Why did you leave?

Summarize the type of work you performed and job responsibilities:

Employer	Telephone #	Dates employed: Month / Year to Month / Year
Street address	City	State
		Compensation (Starting)
Type of Business	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per	
Starting job title/final job title		Compensation (Final)
Immediate supervisor (for most recent position held)		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per

Why did you leave?

Summarize the type of work you performed and job responsibilities:

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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I hereby give permission to contact the employers listed on the previous page concerning my prior work experience.

Signed \_\_\_\_\_

If there is a particular employer(s) you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

Name and Address of School	Course of Study	Did You Graduate?	Completed
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____

## References

List references 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.

Name and Occupation	Address	Relationship to You	Telephone	Number of Years Known