



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date _____

Desired work location: Reynoldsburg Hilliard Groveport Grove City Children's Hospital Gahanna

Referral Source: Newspaper ad Door sign Walk-in Employee/Member Other

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone # (_____) _____ Cell # (_____) _____ E-mail address _____

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

If no, please explain _____

Have you submitted an application before?..... Yes No

If yes, give position(s) and date(s) _____

Have you ever been employed here before?..... Yes No

If yes, give dates From _____ To _____

Are you legally eligible for employment in the country?..... Yes No

Date available for work..... _____ Desired salary range..... _____

Type of employment desired: Full-Time Part-Time Temp

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

Are you willing to work in other locations if necessary?..... Yes No

Have you ever been bonded?..... Yes No

Have you ever been convicted of a felony or misdemeanor?..... Yes No

If so, please explain below giving dates, charge, county, all other detail matter pending and current status:

ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT

AN EQUAL OPPORTUNITY EMPLOYER

Employment History

Provide the following information of your past and current employment, starting with the most recent. Explain and gaps in employment in comments section. **DO NOT** submit a resume in lieu of filling out this section.

Employer 1 Telephone # _____ Dates Employed _____
_____ To _____ From _____
Address _____ Salary _____ (Hr-Wk-Mo.)
Job Title _____ Reason for Leaving _____
Summarize type of work performed and job responsibilities. _____

May we contact for reference: Yes No

Employer 2 Telephone # _____ Dates Employed _____
_____ To _____ From _____
Address _____ Salary _____ (Hr-Wk-Mo.)
Job Title _____ Reason for Leaving _____
Summarize type of work performed and job responsibilities. _____

May we contact for reference: Yes No

Employer 3 Telephone # _____ Dates Employed _____
_____ To _____ From _____
Address _____ Salary _____ (Hr-Wk-Mo.)
Job Title: _____ Reason for Leaving: _____
Summarize type of work performed and job responsibilities. _____

May we contact for reference: Yes No

Educational Background

- A.** List last three schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average. **E.** Major field of study

A. School	B. Years Completed	C. Degree	D. GPA	E. Major

References

List name and telephone number of three *business/work* references who are *not related* to you. If not applicable, list three school or personal references who are not related to you.

Name	Telephone Number	Years Known	Nature of Relationship

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Writing Skills

In the space provided, please write why you feel you would be an asset to this company and what job-related characteristics you possess that differentiate you from other applicants. Please include at least four to five sentences.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with First Service Federal Credit Union is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) cancel further consideration of this application, or (II) immediately discharge me from First Service Federal Credit Union's service, whenever it is discovered.

I expressly authorize, without reservation, First Service Federal Credit Union, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claim I may have regarding First Service Federal Credit Union, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from, First Service Federal Credit Union and still wish to be considered for employment, it is necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and First Service Federal Credit Union reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except 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 supervisor or representative of First Service Federal Credit Union is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are writing and signed by the First Service Federal Credit Union's president.

I also understand that if hired, I will be required to provide proof within the first three days of employment of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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

READ CAREFULLY BEFORE SIGNING

"I agree that any claim or lawsuit relating to my service with First Service Federal Credit Union must be filed no later than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary."

Signature of Applicant _____

Date _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION FORM

First Service Federal Credit Union is an equal opportunity employer that is committed to a program of recruitment of females, minority group members, individuals with disabilities, and qualifying veterans. In order to comply with governmental reporting requirements, we request that you supply the information below. This information is voluntary and will in no way effect the processing of your application or your consideration for employment. This form should be submitted with the employment application, but will be processed separately and used for statistical purposes only. Please fill in the information requested and check all items that apply to you. Thank you for your cooperation.

DATE: _____

APPLICANT'S NAME: _____

POSITION APPLIED FOR: _____

GENDER: Male Female

<p>RACE:</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> White (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Black or African American (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Asian (Not Hispanic or Latino)</p> <p><input type="checkbox"/> Native Indian or Alaskan Native</p> <p><input type="checkbox"/> Two or More Races (Not Hispanic or Latino)</p>	<p>Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race</p> <p>Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p>Persons having origins in any of the black racial groups of Africa.</p> <p>Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>Persons having origins in any of the original peoples of the Far East, Southeast Asia, or Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam</p> <p>Persons having origins in any of the original peoples of North and South America, (including Central America) and who maintain tribal affiliation or community recognition.</p> <p>All Persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.</p>
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VETERAN STATUS: Are you a Veteran? Yes No

* Specific Veteran data is collected at the time of hire.