



**IBM Southeast Employees'
Federal Credit Union**
Your time. Your money. Your future.®

Date _____

Name _____

Office use only
S:\Managers\FORMS\Empapp.wpd

Date of Hire _____ Position _____ Dept _____ Salary _____ Level _____

Confidential
APPLICATION FOR EMPLOYMENT

The IBM Southeast Employees' Federal Credit Union is an Equal Opportunity Employer. It is our policy to recruit and select applicants for employment without regard to age, sex, religion, race, creed, color, national origin, marital status, veteran status or on the basis of a disability not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination. It is the policy of the IBM Southeast Employees' Federal Credit Union to provide reasonable accommodations or assistance, upon request, to assist disabled applicants or employees in completing this application.

The credit union does not enter into employment contracts for a defined duration and nothing contained in this application, or in any guidebooks or handbooks that may be distributed to the applicant at any time, shall be construed as a contract of employment.

Please complete this Application for Employment as thoroughly as possible. Your application will be reviewed based on the job related requirements for the position. This includes education, past performance and experience, consumer credit report, criminal record check, drug testing, etc. The information you provide will be considered confidential and will be afforded the same protection as Credit Union confidential records.

Referral Source: Newspaper Relative CU Web Internet Employee _____
(please check one) Walk-in Employment Agency _____ Other _____

JOB REQUIREMENTS

Type of Work or Position Desired _____ Salary Desired \$ _____ /Per _____

Check the appropriate response for type of employment: Regular Part-time
 Temporary Summer

If the following conditions were required, would you be willing to work: Overtime Work Shift Work

When would you be available to begin work? _____

PERSONAL DATA

Name: _____ Social Security Number _____
LAST FIRST MIDDLE INITIAL

Present Address: _____
STREET APARTMENT # CITY STATE ZIP CODE COUNTY

Telephone: _____ Driver's License Number _____
AREA CODE NUMBER ALTERNATE NUMBER

E-mail address: _____

Are you 18 years of age or older ? Yes No

If not state your age _____ (You will be required to provide necessary work permits prior to your first day of work)

Are you legally eligible for employment in this country? Yes No Visa expiration date _____ (if applicable).

(The IBM Southeast Employees' Federal Credit Union hires only those individuals who answer the above in the affirmative. All new employees will be required to complete the Immigration & Naturalization Service's form I-9 when their employment period begins.)

GENERAL

Are you a relative of any Credit Union employee, Board or Committee member? Yes No

If yes, please indicate name _____

Do you have any commitments to another employer or organization that may affect your employment with us? _____

What personal qualities do you feel you possess that would encourage us to hire you? _____

The IBM Southeast Employees' Federal Credit Union maintains a non-smoking office environment. Smoking is not permitted in any of the Credit Union offices. If hired, will you be able to comply with this restriction? Yes No

Have you ever been employed here before? Yes No If yes, give dates: From _____ To _____

Have you ever been bonded? Yes No

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CHECK LAST YEAR COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
			9	10	11	12		
HIGH SCHOOL								
VOCATIONAL OR TECHNICAL SCHOOL			1	2	3	4		
COLLEGE OR UNIVERSITY			1	2	3	4		
OTHER (SPECIFY)			1	2	3	4		

Are there any other experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicant should exclude all information indicative of age, sex, race, religion, color, creed, national origin and handicap.)

REFERENCES

Please provide the information below for at least three former supervisors, co-workers, or others (not previously shown), who have been in a position to objectively evaluate your training, experience and capabilities. (Exclude friends or relatives.)

NAME	OCCUPATION	ADDRESS	PHONE NUMBER

LIST BELOW YOUR LAST THREE EMPLOYERS

BEGINNING WITH YOUR MOST RECENT

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		WEEKLY STARTING SALARY	WEEKLY LAST SALARY	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO	YR	MO	YR				
	LIST POSITION AND DESCRIBE TYPE OF WORK YOU DID:							
TELEPHONE								
	LIST POSITION AND DESCRIBE TYPE OF WORK YOU DID:							
TELEPHONE								
	LIST POSITION AND DESCRIBE TYPE OF WORK YOU DID:							
TELEPHONE								

Note: It will be necessary to verify the above prior to extending an offer.

I hereby give permission to contact the employers listed concerning my prior work experience. _____
SIGNATURE OF APPLICANT

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

NOTICE TO APPLICANTS

Your application will be considered active for a period of three months from this date. You will be considered for any suitable opening that occurs within that time period. If you are not contacted by the credit union within the three month period, your application will be removed from the files. If you wish to have your application remain active beyond the three month period, you must contact the credit union either in writing or in person to update your application.

I, the undersigned, state that this application was completed by me, and that the information contained is accurate to the best of my knowledge.

I authorize the persons, schools, current employer (if approved) and other organizations or employers named in this application to provide the IBM Southeast Employees' Federal Credit Union and its representatives with any relevant information that may be required to arrive at an employment decision.

I authorize the IBM Southeast Employees' Federal Credit Union to conduct a bondability verification, and a criminal record search on my behalf and understand that unsatisfactory results will exclude me from further consideration.

I further understand that I will be required to submit to a drug test if a conditional offer of employment is extended to me.

I understand that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination of employment.

SIGNATURE OF APPLICANT

DATE

CREDIT REPORT

By this document, IBM Southeast Employees' Federal Credit Union discloses to you that a consumer report may be obtained for employment purposes as part of the preemployment background investigation and at any time during your employment. Please sign below to signify receipt of the foregoing disclosure.

SIGNATURE OF APPLICANT

DATE

SECURITY

Have you been convicted of a crime? Yes No

SIGNATURE OF APPLICANT

DATE

If Yes, please describe the circumstances of your conviction, indicating the date, nature, and place of the offense and disposition of the case. Applicants will not automatically be disqualified if they have a criminal record. Your answer is looked upon as only one of the factors considered in the employment decision and is evaluated in terms of the nature, severity, and date of the offense.

SIGNATURE OF APPLICANT

DATE