

# Marshland Credit Union

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Please Mail Completed Application to:

Post Office Box 1957

Brunswick, GA 31521

Or Fax Applications to:

912-265-0986

**PLEASE COMPLETE ALL PAGES**

Date \_\_\_\_\_

Name \_\_\_\_\_

Last

First

MI

Present Address \_\_\_\_\_

Number

Street

City

State

Zip

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Are you eligible to work in the U.S? Yes \_\_\_ No \_\_\_ Proof of eligibility will be required at Hire.

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)

Yes \_\_\_ No \_\_\_

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?

Yes \_\_\_ No \_\_\_

A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

**If yes,** please provide details (dates, locations, nature of offense, and sentence imposed for all convictions)

Have you ever had any bond coverage modified or revoked? Yes \_\_\_ No \_\_\_

Has any bond application of yours ever been denied? Yes \_\_\_ No \_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes \_\_\_ No \_\_\_

Employment desired: FULL TIME \_\_\_ PART TIME \_\_\_ FULL or PART TIME \_\_\_

Position desired \_\_\_\_\_ Wage desired \_\_\_\_\_

Date you can start \_\_\_\_\_

Do you have a drivers' license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is the number and State where issued? \_\_\_\_\_ Expiration date? \_\_\_\_\_

Do you have reliable transportation to work? \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Have you ever worked for this company before? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you know anyone who works for our company? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who? \_\_\_\_\_

Have you ever been in the armed forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a member of the National Guard? Yes \_\_\_\_\_ No \_\_\_\_\_

Date entered \_\_\_\_\_ Date discharged \_\_\_\_\_

EDUCATION	Name and location of school	Number of years Attended	Degree Received	Subjects studied/Major
High School				
College or University				
Trade, Business or Correspondence School				

**EMPLOYMENT HISTORY** Include your last five (5) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/ Salary	

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Job Title		Address	
Immediate Supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/ Salary	

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Computer Skills: Microsoft Word? Yes\_\_\_ No\_\_\_                      Excel? Yes\_\_\_ No\_\_\_  
 Adobe Acrobat? Yes\_\_\_ No\_\_\_                                      PowerPoint? Yes\_\_\_ No\_\_\_

**REFERENCES** Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Year Acquainted
1			
2			
3			

Please use this space to elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include information on hobbies, volunteer experience or any other activities you believe are relevant. However, please do not include any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations or disability.

**Please read this Application Form Waiver carefully before signing.**

**As an indication you have read and understood each sentence, please write your initials in the spaces provided below.**

Marshland Credit Union is an equal opportunity employer. Marshland does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service. Your opportunity for employment with Marshland Credit Union depends solely upon your qualifications.

In exchange for the consideration of my job application by Marshland Credit Union, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for any other position, and regardless of the contents of employee handbooks, personnel manual, benefit plans, policy statements, and the like as they may exist from time to time, or other company practices, shall serve to create an actual or implied contract of employment. \_\_\_\_\_

Or to confer any right to remain an employee of Marshland Community Federal Credit Union, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, \_\_\_\_\_ and that the relationship cannot be altered except by a written instrument signed by a managing member of the company. \_\_\_\_\_ Both the undersigned and Marshland Community Federal Credit Union may end the employment relationship at any time, without specified notice or reason. \_\_\_\_\_ If employed, understand that the company may unilaterally change or revise their benefits, policies and procedures, and such changes may include reductions in benefits. \_\_\_\_\_

I authorize investigation of all statements contained in this application. \_\_\_\_\_ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. \_\_\_\_\_ I hereby give Marshland Community Federal Credit Union permission to contact schools, all previous employers (unless otherwise indicated), references, and others and hereby release the company from any liability as a result of such contact. \_\_\_\_\_

I understand that, in connection with the routine process of your employment application, the company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. \_\_\_\_\_ Upon written request from me, the company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Act. \_\_\_\_\_

I further understand that my employment with the company shall be probationary for a period of one hundred and twenty (120) days, and further that at any time during the probationary period or thereafter, my employment relationship with the company is terminable at will for any reason by either party.

Date \_\_\_\_\_

Signature of applicant \_\_\_\_\_