

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of any mental or physical disability.



APPLICATION FOR EMPLOYMENT

NAME:

LAST	FIRST	MIDDLE	PREFERRED
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ENRICHMENT FEDERAL CREDIT UNION AGREEMENT:

With regard to my employment application, I understand that as part of normal procedure for processing employment applications and employment requests, a routine inquiry may be made to ascertain information on character, general reputation, credit, personal characteristics, and mode of living. I understand that this inquiry may be conducted by Enrichment Federal Credit Union or an investigative services firm employed by the credit union. I authorize such an investigation and acknowledge that information on the nature and scope of such report, if one is made, will be available upon my written request.

I further authorize the credit union or any other agency on its behalf to contact references and employers listed (except where noted).

I understand this application will be given consideration but its receipt does not imply that I will be employed. If I should enter into employment with Enrichment Federal Credit Union I agree to be subject to the rules and regulations governing Enrichment Federal Credit Union personnel.

I hereby affirm that to the best of my knowledge all information I am furnishing is true and correct. I understand that if any information requested in this application is false or omitted with the effect of misrepresentation, it will be sufficient grounds for my immediate termination from the employ of Enrichment Federal Credit Union.

Any applicant chosen for an interview will be ask to check this application for accuracy, date and sign below

Date	Signature (By signing here you are agreeing to the above terms)
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Please complete this application in it's entirety (in full) before printing.

The information you type into this application cannot be saved to your computer. It can be printed, scanned or emailed to employment@enrichmentfcu.org, faxed to 865-482-6059 or print and mail to:

Enrichment Federal Credit Union
P.O. Box 883
Oak Ridge, TN 37831 **(Please remember to print a copy for your records)**
ATTN: Emily Flatford

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PERSONAL INFORMATION

Please note – anything with a * is required information

Last Name *			First *			Middle *					
Street Address *						Primary Phone *					
						Home		Mobile		Work	
City, State, Zip *						Secondary Phone					
						Home		Mobile		Work	
Email Address *						Social Security Number *					
Have you ever applied for employment with us? Yes No						Which location do you prefer?					
If yes, Month and Year: _____ Location: _____											
Are you available for full-time work? Yes No						Will you work overtime if asked?					
If no, what hours are you available?						Yes		No			
Are you legally eligible for employment in the United States: * YES NO						Salary Requirements*					
When will you be available to begin work?											
Previous address if current address is less than 3 years old:											

EDUCATION:

School	Name & Location of School	Course of Study	# of Years Completed	Did You Graduate?	Degree or Diploma
College				Yes No	Degree
High School				Yes No	Diploma
Degree or Certifications: (list title & completion date)					

MILITARY SERVICE:

Please complete this section if you served in the U.S. Armed Forces.	Branch of Service:
Date and Rank at Final Discharge:	Period of Active Duty (Month & Year) From To

ORGANIZATIONS:

<p>MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS (Exclude those which may disclose your race, color, religion, or national origin) Describe professional and/or civic activity including organizations in which you are active that you want us to know in considering this application.</p>

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GENERAL INFORMATION:

Have you ever been employed by a financial institution (bank, savings & loan organization, or credit union) in the past?
 Yes No

If the answer is yes, give position(s) and duties performed:

Have you ever been convicted of a crime involving dishonesty? Yes No (this does not automatically disqualify you from employment) If yes, explain:

Have you ever been bonded? Yes No
 Have you ever had any bond coverage modified or revoked? Yes No
 Have you ever had a bond application denied? Yes No
 If yes to any question, state reason:

Have you ever been discharged or requested to resign from a position? Yes No
 If yes, explain:

Have you ever held a position of trust (handling money or confidential information)? Yes No

Is there anything which would prevent you from:

- (1) Performing specific kinds of work? Yes No
- (2) Any special accommodations you would require? Yes No
- (3) Complying with attendance policies? Yes No

If yes to any of these questions, please explain _____

Does your present employer know you plan employment change? Yes No

Why do you desire to change employment?

We may contact the employers listed below unless you indicate those you do not want us to contact.

DO NOT CONTACT: Employer Number(s)* _____
 Reason*: _____

KNOWLEDGE/PROFICIENCY IN:

Check beside the appropriate skill to indicate proficiency in the following, list how skill was acquired (school, on-the-job, etc.)

Sales Goals:	Answering Phones:
Accounting:	Writing:
Calculator:	Operating System:
Computers:	Ms Word:
Languages Spoken:	Ms Excel:
Other Software (list):	

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EMPLOYMENT Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

(1)

Company Name	Telephone
Address (Including City, State, Zip)	Employed (Month & Year) From To
Name of Supervisor & Title	Weekly Pay Start Last
Job Title & Description of Duties	Reason for Leaving *

(2)

Company Name	Telephone
Address (Including City, State, Zip)	Employed (Month & Year) From To
Name of Supervisor & Title	Weekly Pay Start Last
Job Title & Description of Duties	Reason for Leaving *

(3)

Company Name	Telephone
Address (Including City, State, Zip)	Employed (Month & Year) From To
Name of Supervisor & Title	Weekly Pay Start Last
Job Title & Description of Duties	Reason for Leaving *

(4)

Company Name	Telephone
Address (Including City, State, Zip)	Employed (Month & Year) From To
Name of Supervisor & Title	Weekly Pay Start Last
Job Title & Description of Duties	Reason for Leaving *

(5)

Company Name	Telephone
Address (Including City, State, Zip)	Employed (Month & Year) From To
Name of Supervisor & Title	Weekly Pay Start Last
Job Title & Description of Duties	Reason for Leaving *

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REFERENCES:

Name of persons with whom you are acquainted, who have firsthand knowledge of your work experience and to whom you are not related, who have agreed to serve as your reference.

Name and Occupation	Telephone Number
Address (Including City, State, Zip)	

Name and Occupation	Telephone Number
Address (Including City, State, Zip)	

Name and Occupation	Telephone Number
Address (Including City, State, Zip)	

Name and Occupation	Telephone Number
Address (Including City, State, Zip)	

ENRICHMENT FEDERAL CREDIT UNION AGREEMENT:

I understand that:

1. Any material misrepresentation or deliberate omission of a fact in my application or any employment/benefit documents may be justification for refusal of, or if employed, termination from employment.
 2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or another derogatory information discovered as a result of this investigation which negatively reflects upon my ability to do the job may prevent my being hired, or if hired, may subject me to immediate dismissal.
 3. I understand and agree that Enrichment Federal Credit Union may obtain a report of my credit experience through local or out-of-town credit reporting agencies and that other reports may be obtained periodically by the credit union. I understand and agree that these reports will be maintained separate from my personnel file and that poor credit ratings, default on payment of any debts or other derogatory credit information may prevent me from being hired or if hired, may subject me to immediate dismissal.
 4. I agree that my employment may be terminated by Enrichment Federal Credit Union at any time without liability for wages or salary except such as may have been earned at the date of such termination.
 5. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment.
- I further understand that it is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is at will and for an indefinite period of time and that the credit union can change wages, benefits and condition of employment at any time. I have read and understand the above.

Date*: _____

Full Legal Name* _____

(By signing here you are agreeing to the above terms)