



EMPLOYMENT APPLICATION

Please complete the entire application.

It is the policy of CAPE Federal Credit Union to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

1. Applicant Information

Applicant Full Name: _____

Home Address: _____

City/State/ZIP: _____

Number of Years at this Address: _____

Daytime Phone: _____ Evening phone: _____

Mobile Phone: _____

Social Security Number (Last 4 digits): _____

Driver's License (State/Number): _____

2. Position for Which You Are Applying: _____

Full or Part Time? _____

3. Salary Desired: \$ _____ per _____

4. Are you at least 18 years old? _____ Yes _____ No

5. If applicable, are you available to work overtime? _____ Yes _____ No

6. If you are offered employment, when would you be available to work?

7. If hired, are you able to submit proof that you are legally eligible for employment in the United States? _____ Yes _____ No

8. Have you ever been convicted of a felony or misdemeanor?

_____ Yes, I was convicted of _____ on

_____ (date) in _____ (city), _____ (state)

_____ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT.

9. Have you ever served in the military? _____ Yes _____ No

If so, did you receive anything other than an honorable discharge? _____ Yes _____ No

10. Applicant Employment History

List your current or most recent employment first. Please list all jobs (including self-employment and military service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

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City/State/ZIP: _____
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Employer Name: _____
Supervisor Name: _____
Address: _____
City/State/ZIP: _____
Job Duties: _____
Reason for Leaving: _____
Dates of Employment (Month/Year): _____

11. Applicant's Education and Training

College/University Name and Address: _____

Did you receive a degree? _____ Yes _____ No

If yes, degree(s) received: _____

High School/GED Name and Address: _____

Other Training (graduate, technical, vocational): _____

Please indicate any current professional licenses or certificates that you hold: _____

Awards, Honors, Special Achievements: _____

12. References

List three non-relative, professional references. By your signature below, you give CAPE Federal Credit Union permission to call the persons listed below and you agree to hold those persons harmless for any information that is provided about you.

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

Name: _____
Address: _____
City/State/ZIP: _____
Telephone: _____
Relationship: _____

13. Please provide any other information that you believe should be considered, including whether you are bound by any agreement with any current employer:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize CAPE Federal Credit Union to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Manager/CEO, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of CAPE Federal Credit Union, except in a specific written contract of employment signed on behalf of the organization by its Manager/CEO, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE

DATE