

XPLORE FEDERAL CREDIT UNION

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer *

This employment application will be considered active for only 45 days after its completion. If you wish to be considered for employment after that time, you must come in personally and submit a new application form. You must fill in and complete your own application (please print). Remember, omissions, misrepresentations or falsifications may result in ineligibility for employment or immediate dismissal if subsequently employed. INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.

PLEASE PRINT

Date of Application: _____					
Name _____ (Last – All “Last names”)		_____ (First)		_____ (Middle)	
Address _____ Street			_____ City		_____ State
			_____ Zip Code		
Daytime Telephone: _____			E-Mail Address: _____		
Specific Position Desired** _____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Other					
Date Available _____		Salary/Compensation Desired _____			
Have you previously applied for a position with Xplore Federal Credit Union.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____					
What interested you in Xplore Federal Credit Union? _____					
Do you know anyone who works for (or has in the past worked for) Xplore Federal Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify: _____					
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Where? _____ Job/pay rate? _____					
EDUCATIONAL DATA					
School	Provide the Full Name, City, and State for each school	No. of Yrs. Completed	Degree	Major Course of Study	GPA/ Scholastic Honors
High School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Trade, Business, Night or Corresp. Other Training or Education	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Are you planning any further studies? Yes <input type="checkbox"/> No <input type="checkbox"/>					
If yes, please describe _____					

***Xplore FCU is an equal opportunity employer. It considers applicants for all positions without regard to race, creed, color, sex, pregnancy or related condition, age, national origin, disability, medical condition (including genetic characteristics), religion, or on any other characteristic protected by state, federal or local laws.**

EMPLOYMENT HISTORY

In the following spaces give a complete record of your employment, including periods of unemployment and self-employment, if any. Begin with your most recent employment and work back. Do not leave blanks and do not write "See resume." (If additional space is needed, attach a supplementary sheet.)

1. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

2. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

3. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

4. Employer: _____ Employed From: _____ Mo./Yr. to _____ Mo./Yr.
Address: _____
Telephone: _____

Starting Position: _____
Last Position: _____
Other Positions Held: _____

Name and Title of Supervisor in Last Position Held: _____

Starting Salary: _____ Final Salary: _____
Duties: _____
Reason for Leaving: _____

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

1. May we contact your present employer? Yes No Your previous employers? Yes No
Please identify any exceptions and reasons why we may not contact either your present or any previous employer.

2. In order to permit a check of your work and education records, should we be made aware of any change of or assumed name that you previously used?
 Yes No If yes, identify your other name(s) and the name(s) of the employers and relevant dates during which you used the name(s).

3. Have you ever been terminated, dismissed or forced to resign from any employment?
 Yes No If yes, identify name(s) and relevant dates and the reason for action taken against you.

OTHER SPECIAL SKILLS

Describe any other special job-related skills, training, apprenticeships, or qualifications that would support your application.

SKILLS SUMMARY

Can you efficiently operate a personal computer? Yes No

Indicate below the kinds of equipment and software you have operated (if appropriate to the position for which you have applied.)

- Typing (wpm _____)
- E-Mail
- PC
- Calculator
- Photocopying Equipment

- Fax
- MS - Excel
- PBX System
- MS - Outlook
- MS - Word

Other (list):

FOREIGN LANGUAGES

Indicate below the languages that you speak, read or write, and your degree of proficiency (i.e., fluent, fair, etc...)

GENERAL INFORMATION

1. If employment is offered, can you submit documents required by the Immigration Reform and Control Act verifying your citizenship and/or legal right to work in the U.S.? Yes No
2. Are you at least 18 years of age? Yes No
3. Are you subject to a non-compete covenant or non-solicitation agreement with a previous employer or your current employer that would relate to any employment here? Yes No
4. (a) Have you ever been convicted of a felony or of any criminal offense involving dishonesty, breach of trust, or money laundering, which has not been expunged from your record ? Yes No

(b) Have you ever been convicted of (or pleaded guilty or nolo contendere to) a crime, other than speeding or a minor traffic Offense? Yes No

(Note: a conviction record will not necessarily automatically disqualify you for employment. Factors such as time lapsed since the offense, seriousness and nature of the violation , rehabilitation , and other such factors may be taken into consideration.

If "yes" to any of the above, please explain fully each conviction and any punishment.

5. Have you ever been denied bonding or had bonding coverage revoked? If "yes", explain details (use back of application to do so and sign and date your narrative.)
6. Are you willing to work overtime as requested? Yes No

APPLICANT'S STATEMENT

It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates Xplore Federal Credit Union to employ me.

Further, by my signature below I hereby affirm and represent that the information provided on this application (and the accompanying resume, if any) is true and complete to the best of my knowledge I understand that any offer of employment may be contingent upon my successful completion of a pre-employment drug test. I further understand that if I am hired, I will be subject to XPLORE FCU's policies, including any Drug and Alcohol testing requirements which provides for compliance, reason to suspect, and post-accident drug and alcohol testing. In consideration of my employment, I agree to conform to the rules and standards of XPLORE FCU as amended from time to time by XPLORE FCU in its discretion. I agree that if I am hired, my employment will be terminable at-will, which means that I will not be employed for any specified time, and that I may quit and XPLORE FCU may end my employment at any time, without advance notice and without cause. I understand that no employee or representative of XPLORE FCU other than its CEO, with the written approval of the Board of Directors, has any authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing. Further, if I am hired, no one may alter the at-will nature of the employment relationship contrary to the above.

I certify that the answers given by me on this application are true, correct, and complete. I agree that any misstatement, deceptive behavior or omission made by me in this application process and related documents may result in my rejection, or if hired, may subsequently subject me to dismissal, regardless of when discovered.

DATE

SIGNATURE OF APPLICANT

