

University of Nebraska

FEDERAL CREDIT UNION

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard of race, color, religion, sex, national origin, age, disability, marital status, or other prohibited basis of discrimination, as approved under applicable state and federal law.

Please Print

PERSONAL DATA

Position(s) applied for		Date	
How did you hear about the position?			
First Name	Middle Name	Last Name	
Address	City	State	Zip
Daytime Phone Number		Evening Phone Number	
Social Security Number		Driver's License Number	
Type of employment wanted <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			
Salary Desired	Can you prove you are legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<small>*If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.</small>			
Have you been convicted of a felony in the last five years? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify applicant from employment. The recency, severity, and pertinence of the conviction to the job will all be considered.) If yes, please explain below:			
Date available to work		What hours do you prefer to work?	
Can you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No Weekends if required? <input type="checkbox"/> Yes <input type="checkbox"/> No Please list hours you cannot work:			

EDUCATION BACKGROUND

(Please check the box for the highest level of education attained.)

G.E.D. <input type="checkbox"/>	Technical/Trade School <input type="checkbox"/> (which field?)	Military Education <input type="checkbox"/>	High School <input type="checkbox"/>
College <input type="checkbox"/>	College Name & City	Graduate School <input type="checkbox"/>	
Degree earned	Year	Grade point average	Major
Are you currently in school?		What level?	
Summarize any special training or skills that may qualify you for the position you are applying for:			

EMPLOYMENT EXPERIENCE

1.	Employer	Address	Phone	Job Title/Position
	Supervisor's Name & Title			Reason for leaving
	Describe duties			
	Starting Date	Ending Date	Starting Salary/Hrly Rate	Ending Salary/Hrly Rate

2.	Employer _____	Address _____	Phone _____	Job Title/Position _____
	Supervisor's Name & Title _____			Reason for leaving _____
	Describe duties _____ _____			
	Starting Date _____	Ending Date _____	Starting Salary/Hrly Rate _____	Ending Salary/Hrly Rate _____

3.	Employer _____	Address _____	Phone _____	Job Title/Position _____
	Supervisor's Name & Title _____			Reason for leaving _____
	Describe duties _____ _____			
	Starting Date _____	Ending Date _____	Starting Salary/Hrly Rate _____	Ending Salary/Hrly Rate _____

4.	Employer _____	Address _____	Phone _____	Job Title/Position _____
	Supervisor's Name & Title _____			Reason for leaving _____
	Describe duties _____ _____			
	Starting Date _____	Ending Date _____	Starting Salary/Hrly Rate _____	Ending Salary/Hrly Rate _____

Please explain any employment gaps found above:

May we contact the employer listed above? Yes No If there are any you do not wish for us to contact, please indicate them:

I certify that the statements contained herein are true and correct to the best of my knowledge, and I understand that any false statements or omissions by me on this application and any other required document is considered a cause for denial of employment or discharge, whenever discovered.

I understand that this document is an application for employment, and does not constitute an agreement or contract for employment of any length of time. If hired, I have the freedom to quit at any time. The employer also has the right to terminate my employment with or without cause, the exceptions being as required by law.

I authorize the above employer to investigate all information in the above application for employment. The employer has the right to contact previous employers, schools, and other references to verify this information. I release the employer from any liability in gathering this information. I release from liability any companies or institutions supplying this information. After termination of my employment, for whatever reason, I release the above employer from liability for the information supplied to future potential employers.

Signature _____ Date _____