



APPLICATION FOR EMPLOYMENT

Position(s) Applied For _____ Date of Application _____

I. PERSONAL BACKGROUND

Name _____
LAST FIRST MIDDLE

ADDRESS CITY STATE ZIP CODE

Telephone _____

Email address _____

Are you legally authorized to work in the U.S.? Yes No

On what date will you be available to begin work? _____

Can you travel if your job requires it? Yes No

Have you submitted an application for employment here before? Yes No When? _____

Maine Savings Federal Credit Union conducts criminal record checks. Failure to divulge complete information will disqualify you from employment. However, conviction will not necessarily disqualify an applicant from employment.

Is there a criminal action pending against you? Yes No

Have you ever been convicted of, plead guilty or no contest to a felony or misdemeanor in Maine or any other state or US territory or possession? Yes No

List any professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.)

Referral source: Advertisement Friend Relative Walk-in Employment Agency
Current employee other (please explain)

AN EQUAL OPPORTUNITY EMPLOYER

II. EMPLOYMENT HISTORY

Please provide the following information for all prior positions you have held, starting with the most recent. If needed, please use a separate sheet to list all prior positions:

Name of Employer _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Telephone _____

Job title and nature of work performed and job responsibilities. _____

Immediate supervisor and title _____

Dates of employment _____

Reason for leaving _____

Name of Employer _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Telephone _____

Job title and nature of work performed and job responsibilities. _____

Immediate supervisor and title _____

Dates of employment _____

Reason for leaving _____

III. EDUCATIONAL BACKGROUND

Please provide the following information for every secondary and post-secondary institution you attended

Name of Institution _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Degree received or course of study completed _____

Name of Institution _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Degree received or course of study completed _____

Attach additional sheets as needed.

IV. REFERENCES

Please provide the following information for each of three professional references:

Name _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Telephone _____ Years known _____

Nature of relationship _____

Name _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Telephone _____ Years known _____

Nature of relationship _____

Name _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

Telephone _____ Years known _____

Nature of relationship _____

V. SKILLS AND QUALIFICATIONS

Please provide us with information regarding any special skills, experience or qualifications which you feel would assist us in evaluating your application:

VI. ACKNOWLEDGEMENT, WAIVER AND CONSENT

By signing this application, I acknowledge that I understand and agree that the employer may, and hereby grant employer the right to, contact any or all of the persons, entities or institutions listed by me above, including but not limited to educational institutions and employers. I also acknowledge and agree that such persons, entities or institutions may disclose information about me to the employer, and I hereby waive any and all claims I may have and hold such persons, entities and institutions harmless with respect to any such disclosure. If I am employed, the right to obtain all of this information will continue on the part of the employer until such time as my employment is terminated, and I acknowledge that any employment will be "at will", meaning that such employment may be terminated, at any time, by me and/or the employer.

I ALSO UNDERSTAND THAT:

1. Should my circumstances change such that any of the answers given by me on the application for employment are no longer accurate or true, then I shall notify Maine Savings FCU of such change. Failure to do so may result in the termination of my employment.
2. I grant permission to the employer, insurer, or their agents, to collect such additional information about me as may be necessary to review and fully verify the information on the application for employment or any attachments. Information may be obtained from such sources as: law enforcement agencies (municipal, county, state, federal and foreign), current and former employers, governmental agencies, and references.
3. I further represent and warrant that I have not concealed or failed to disclose any facts, and that falsification of any statement made by me is grounds for disqualification for further consideration or for immediate dismissal from employment. All offers of employment will be contingent upon successful completion of all screening checks for the position in question.
4. In the event that I am hired, and the company later discovers that any of the answers given are untrue or inaccurate, the insurer at its option may cancel my bond and/or the company may terminate my employment.
5. Pursuant to the Fair Credit Reporting Act, I am hereby given notice that an investigative consumer report may be made. I have a right within a reasonable period of time to request in writing, a complete and accurate disclosure of the nature and scope of any investigation requested.

I understand that the receipt of the application for employment by Maine Savings FCU does not guarantee a job interview or offer of employment.

Signature of Applicant _____ Date _____

**FAIR CREDIT REPORTING ACT
APPLICANT NOTICE AND AUTHORIZATION**

I understand and agree that Maine Savings Federal Credit Union may obtain a consumer report and/or investigative consumer report in connection with my application for employment and/or for purposes of continued employment, promotions, transfers, etc. A “consumer report” is any written, oral, or other communication of any information by a consumer reporting agency bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. An “investigative consumer report” is a consumer report based on information obtained through interviews with neighbors, friends or others who have knowledge of me. Specific examples of background information the Credit Union may obtain include criminal history checks, identification and social security number checks, education verifications, employment verifications, reference checks, credit history, and driver’s license records. I acknowledge that I have the right to make a written request to the Credit Union within a reasonable period of time to receive additional information about the nature and scope of any investigative consumer report. If I am denied employment, or if hired, denied continued employment, a promotion, transfer, etc. either wholly or partly, because of information contained in a consumer report, the Credit Union will notify me and provide me with the name, address, and telephone number of the agency that prepared the report. I will also receive a copy of the report and a statement of consumer rights under the Fair Credit Reporting Act. I have read the above notice and understand what it means. I hereby authorize Maine Savings Federal Credit Union to obtain a consumer report(s) and/or an investigative consumer report(s) for employment purposes. I further authorize the appropriate individuals, companies, institutional or agencies, including consumer reporting agencies, to release such information to the Credit Union.

Name (Please Print) _____

Past/Other Names Used _____

Social Security No. _____ Date of Birth _____

Email address _____

Signature _____ Date _____

Notice to Applicants: Maine Savings Federal Credit Union will not consider your application for employment if this Notice and Authorization form is not completed, signed, and timely returned to the Human Resources Department along with your application for employment.

Enclosure: Summary of Fair Credit Reporting Act Rights