



EMPLOYMENT APPLICATION

It is the policy of WEPCO FCU to comply with various federal and state laws prohibiting discrimination because of age, sex, race, color, religion, national origin, disability, marital and veteran status. **Please exclude** any information that indicates the sex, age, race, color, religion, national origin, or disability of the applicant.

Please answer all questions neatly and completely --- this form is part of your personnel record.

General Information					
Last Name	First Name	Middle Initial	Other Name Employed Under	Social Security #	
Present Street Address			City	County	State Zip Code
Home Telephone Number		Are you over 18 and under 70 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Authorization # _____	
Are you related to anyone employed by the Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No			Relationship	Name	
Were you previously employed by the Credit? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date Started	Date Left	Department	
Reason for Leaving					
1. Have you ever been convicted of, or pled guilty or <i>nolo contendere</i> (no contest), in a domestic or foreign court, to any felony or misdemeanor (excluding minor traffic violations)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
2. Have you ever had any Bond coverage modified or revoked, or has any application for a Bond ever been declined? <input type="checkbox"/> Yes <input type="checkbox"/> No					
NOTE: A positive response to either 1 or 2 the above questions is not an automatic bar to employment. All circumstances will be considered. If you answered "YES" to either question, please provide the full details below. If you need additional space, please attach a separate explanation. _____ _____					
Type of Work Desired			Date Available	Wage or Salary Desired	

Education						
Circle highest grade completed Grammar 6 7 8 High 9 10 11 12 College 13 14 15 16	Name of School	Location	Dates (Month/Year)		Graduated?	Degree or Course
			From	To	Yes	No
	High School					
	Community College					
	College					
	Graduate School					
If you did not graduate, why did you leave school or college? _____						
Are you currently pursuing further studies? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, which type of school? <input type="checkbox"/> Day School <input type="checkbox"/> Night School		Where are you attending?		
What courses are you presently taking or planning on taking?						

Employment History

Account for your employment, STARTING WITH PRESENT or most recent employment first. Include self-employment, summer, part time and verifiable, volunteer work. Do not include any religious or ethnic organizations.

Employer	Type of Business	Starting Date ____ MO ____ YR	Leaving Date ____ MO ____ YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code Phone
Starting Salary \$	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position
Supervisor's Name	Reason(s) for Leaving			
Describe work and responsibilities				

Employer	Type of Business	Starting Date ____ MO ____ YR	Leaving Date ____ MO ____ YR	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address		City	State	Zip Code Phone
Starting Salary \$	Hourly Weekly Annually	Final Salary \$	Hourly Weekly Annually	Last Position
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Supervisor's Name	Reason(s) for Leaving			
Describe work and responsibilities				

Military Service

Date (Month/Year)		Branch of Service	Highest Rank Attained	Are you a member of a Military Reserve or National Guard Unit? <input type="checkbox"/> Yes <input type="checkbox"/> No
From	To			

What specific training did you have while in the military that is related to the position for which you have applied?

Time Lapses

From	To	Explain

Please write a short statement indicating the skills, training, computer software, or activities which qualify you for the stated position. State any training seminars previously attended.

ACKNOWLEDGMENTS

In processing this employment application, the Credit Union may request that an investigative consumer report be prepared, which may include information as to your character, work experience, police and credit record. You have the right to request that the company disclose to you the nature and scope of the investigation. Such a request must be made in writing to the Human Resources Department within 90 days after you complete this application.

I hereby acknowledge that I have read the foregoing disclosure and understand the same.

Signature

Date

PLEASE BE ADVISED THAT UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT.

Signature

Date

In the event of my employment by the Credit Union, I will comply with all rules and regulations as set forth in the Credit Union's policy manual or other communications distributed to all employees. I understand that if I am hired, my employment with the Credit Union will be **AT WILL** and may be terminated by the Credit Union or me at any time for any reason. I understand that no documents or statements of the Credit Union will constitute a contract of employment that in any way limits the Credit Union's right to terminate my employment **AT WILL**. I further understand that the **AT WILL** nature of my employment cannot be changed except by a formal written contract signed by the President of the Credit Union.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete and accurate to the best of my knowledge and are made in good faith. Without limiting the **AT WILL** status of my employment if I am hired, I understand that if any of the statements on this application are untrue to me I may be immediately discharged.

I also authorize the companies, schools or persons named in this application to give any information regarding my employment, character, ability or experience together with any information they may have regarding me. I hereby release said companies, schools or persons from all liability for damage from issuing this information. I also release the Credit Union from liability resulting from obtaining this information.

I agree to submit to a pre-employment physical and/or drug screen, if required by the Credit Union.

I hereby acknowledge that I have read the above statements and understand the same.

Signature of Applicant

Date