



FEDERAL CREDIT UNION

Application for Employment

Federal and state laws prohibit discrimination in employment based on protected status including race, religion, gender, national origin, age, physical or mental disability, marital status, veteran status, military obligations or association with any of the above. The credit union does not discriminate based on any protected status and is committed to the principles of equal employment and intends to comply with all applicable laws.

Personal Information

Full Name:

Last First M.I.

Address:

Street Address Apartment/Unit #

City State ZIP Code

Evening Phone Number: Daytime Phone Number:

Previous Addresses:

(Please include previous temporary and permanent addresses covering the last ten years. Please use separate sheet, if necessary.)

Street Address Apartment/Unit #

City State ZIP Code

Street Address Apartment/Unit #

City State ZIP Code

Are you 18 years of age or older?

Yes No

Are you either a U.S. citizen or an alien with the legal right to work in the U.S.?

Yes No

(You will be required to furnish proof of lawful work status if you are offered a job).

If hired, when would you be available?:

Type of Employment Desired:

Full time Part time Temporary

Position(s) applied for:

What is your desired salary range or hourly rate of pay?:

\$ Per

If driving is a requirement of this position, do you have a valid driver's license?

Yes No

At what location(s) are you willing to work:

(Please check one or more.)

- GHS's Court Street branch (Binghamton, NY)
GHS's Front Street branch (Binghamton, NY)
GHS's Norwich branch (Norwich, NY)

Days Available:

Times Available:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**Referral Source:***(Please check the appropriate category and list the source below.)*

- |  |  |
|--|--|
| <input type="checkbox"/> Walk-In           | <input type="checkbox"/> School                          |
| <input type="checkbox"/> Employee          | <input type="checkbox"/> Job Fair                        |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Staffing Agency                 |
| <input type="checkbox"/> Company's website | <input type="checkbox"/> Government<br>Employment Agency |
| <input type="checkbox"/> Other             |  |

Please specify about your selected choice here: \_\_\_\_\_

**Have you ever worked for GHS or any other credit union?** Yes  No**Name of credit union:**  
\_\_\_\_\_**If so, dates of employment:**  
\_\_\_\_\_**Have you ever been bonded?** Yes  No*Have you ever been denied or had bond revoked?* Yes  No**Have you ever been convicted of, or pled guilty to a felony or misdemeanor?**  Yes  No*If so, on the attached sheet of paper, please provide us with the specific nature and details of the crime, court locations, sentencing information and disposition of sentence.**(Please note: a conviction record will not necessarily be a bar to employment.)***Do you have any pending criminal charges against you at this time?**  Yes  No**Education**

School	Name & Location (City and State)	Course of Study	# of Years Completed	Did you graduate?	Type of Degree or Diploma
High School					
College					
College					
Business, Trade or Technical					
Other					
Associations, Accreditations, etc.					

### Work Experience

Employer's Phone No.: ( ) _____	Current or Most Recent Employer's Name:			
Employed (Month/Year):	Employer's Street Address	City:	State:	Zip Code:
Start Date:	End date:			
Job Title: _____	Describe your responsibilities:			
Hourly Rate of Pay: Beginning: \$ _____ Ending/Current: \$ _____	Supervisor's Name:	Title:	Telephone Number:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving/seeking employment:			

### Work Experience

Employer's Phone No.: ( ) _____	Previous Employer's Name:			
Employed (Month/Year):	Employer's Street Address	City:	State:	Zip Code:
Start date:	End Date:			
Job Title: _____	Describe your responsibilities:			
Hourly Rate of Pay: Beginning: \$ _____ Ending/Current: \$ _____	Supervisor's Name:	Title:	Telephone Number:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:			

### Work Experience

Employer's Phone No.: ( ) _____	Previous Employer's Name:			
Employed (Month/Year):	Employer's Street Address	City:	State:	Zip Code:
Start Date:	End date:			
Job Title: _____	Describe your responsibilities:			
Hourly Rate of Pay: Beginning: \$ _____ Ending/Current: \$ _____	Supervisor's Name:	Title:	Telephone Number:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving:			

## References

(work related references--not related to you)

Name	Telephone	Years Known

## Acknowledgement & Authorization

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. Such investigation may include but are not limited to criminal background checks, credit history checks, past employment verification, verification of education and drug screening.

The credit union does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

*This application is current for only 60 days.* At the conclusion of this time, if I have not heard from the credit union and still wish to be considered for employment, it will be necessary to fill out a new application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer, which I understand are subject to change by the credit union.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# GHS

■ FEDERAL CREDIT UNION ■

GHS Federal Credit Union  
Attn: Human Resources  
910 Front Street  
P.O. Box 1490  
Binghamton, NY 13905

607.723.7962

[www.ghsfcu.com](http://www.ghsfcu.com)