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Prince George, VA 23875
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homebasecu.org

Application for Employment

Homebase Credit Union provides equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, sex (including sexual orientation, gender identity, or gender presentation), age, genetics, disability, veteran status, pregnancy (including childbirth and related medical conditions), marital status, or other classification protected by state or federal law. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

PLEASE TYPE OR PRINT NEATLY

Referral Source

How did you learn about a career at Homebase CU?

- Call/walk-in
- Relative
- Friend
- Homebase CU employee (name): _____
- Social Media
- Google Search
- Homebase CU website
- Community event/job fair (where): _____
- Online job site (name): _____
- Other (explain): _____

Personal Data

Last name: _____ First name: _____ MI: _____ Date: _____

Street address: _____ City/State/Zip: _____

Mailing (if different): _____ City/State/Zip: _____

Email: _____ Primary Ph: _____ Secondary Ph: _____

Have you ever **received** Fidelity Bond coverage? YES NO

Have you ever been **denied or revoked** Fidelity Bond coverage? YES NO If YES, give approximate date and explain:

Please Note

During the final application process, you will be required to:

- submit your social security number for a background and criminal conviction check
- provide verification of your legal right to work in the United States as required by the Immigration Reform and Control Act (IRCA).

Have you ever served in the armed forces? YES NO If YES, which branch? _____ Years served: _____

Have you ever worked for a credit union? YES NO If YES, which one? _____ When? _____

Do any of your family members work/volunteer at Homebase CU? YES NO If YES, give name and relation: _____

Desired Employment

Position(s) applying for: _____ When can you start? _____

Type of employment desired: Full time Part time Temporary Salary/wage desired: _____ /year _____ /hour

Could you work a flexible schedule, including some Saturdays? YES NO Would you be willing to travel if the position requires it? YES NO

Have you ever applied to work at Homebase CU before? YES NO Would you consider another position with Homebase CU? YES NO

Educational Background

Type of school	Name of school, city, state	Major/minor (where applicable)	No. years completed	Did you Graduate?	Degree/ Certificate
High School					
Technical School					
College					
College					
Graduate School					
Other					

Employment History

Starting with your most recent position, please complete the following information. You may reference your resumé for additional details on job duties.

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	→	If NO, explain:

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	→	If NO, explain:

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	→	If NO, explain:

Employer name:		Dates employed: From To		Job duties/responsibilities:
Address:				
Job Title:		Salary/hourly wage: Starting Final		
Reason for leaving:				
Point of contact:	Phone:	May we contact em- ployer? <input type="checkbox"/> YES <input type="checkbox"/> NO →		If NO, explain:

Additional Skills/Qualifications

List and/or describe any additional experience, skills, qualifications and/or awards received that may be relevant to the desired position.

Employment Gaps

Explain any periods that you were not working or attending school.

Personal References

Provide information for three individuals to whom you are NOT related, have known for at least ONE YEAR, and that we may contact.

Name	Relationship	Email address	Phone

Applicant Agreement

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that, if employed, false statements or omissions made by me in the application process are grounds for dismissal upon discovery thereof. If employed, I understand that my employment and compensation are at will and can be terminated with or without cause, and with or without notice, at any time, at the option of either Homebase Credit Union or myself. I understand that no one other than the CEO of Homebase Credit Union has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing. In consideration of my employment, I agree to abide by Homebase Credit Union rules and regulations as currently stated or developed or revised in the future. I understand that Homebase Credit Union may use a consumer report or an investigative consumer report which involve a check on job references and which may bear on an individual's credit worthiness, character, general reputation, personal characteristic, and mode of living, whichever may be applicable. I acknowledge that my rights and responsibilities concerning such inquiries have been provided to me by way of separate disclosure document(s) during the application process. I authorize my former employer(s) to give information concerning my employment to Homebase Credit Union and hereby release my former employer(s), their respective employee, agents, successors, and assigns from any liability whatsoever as a result of their disclosures.

Applicant Signature

Date