



Application For Employment

ANDOVER FEDERAL CREDIT UNION

We request the following information to help us make the best possible placement. Please complete all portions of this application that pertain to you. As an Equal Opportunity Employer, all applicants are treated without regard to age, color, race, religion, sex, sexual orientation, genetic information, marital or veteran status, unrelated medical conditions or disabilities. We thank you for the time you take to complete this form.

Are you 18 years or older? Yes No If you are not over 18 years of age, do you have a work permit? Yes No

If offered employment and accepted, you are required by law to show proof of eligibility to work in the USA.

Are you a U.S. citizen? Yes No If no, are you legally eligible for employment in the U.S.? Yes No

Name _____ Former Name _____
 Last First MI

Home Telephone _____ Alternate Phone _____ SS# _____

Address _____
 Street City State Zip

Do you have any relatives at our Credit Union? Yes No If so, please list: _____

Have you ever filed an application with us before? Yes No If Yes, give date: _____

Have you ever been employed with us before? Yes No If Yes, give date: _____

If you were referred by someone, please let us know who: _____

Position for which you are applying _____ Salary Desired _____

Employment Preference: Full time Part time Date Available _____
 Summer Temporary Days/Hours Available _____

Education and Training

Name	Address	Major Course/ Subject	Circle # Years Completed	Did You Graduate?	Degree
High School			1 2 3 4	Yes No	
Business/Trade School			1 2 3 4	Yes No	
College			1 2 3 4	Yes No	
Graduate Studies			1 2 3 4	Yes No	
Other (Specify)			1 2 3 4	Yes No	

Are you currently pursuing further studies? Yes No If Yes, what courses and when: _____

Employment History:

Please list below present and past employment, to include military service, beginning with the most recent. Please complete all items and be specific. If you have a resume, attach it to the application. Please complete information on the application that is not supplied on the resume.

1. Company	Address	Telephone
Dates Employed From: To:	Salary Starting: Leaving:	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving _____

2. Company	Address	Telephone
Dates Employed From: To:	Salary Starting: Leaving:	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving _____

3. Company	Address	Telephone
Dates Employed From: To:	Salary Starting: Leaving:	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving _____

4. Company	Address	Telephone
Dates Employed From: To:	Salary Starting: Leaving:	Name of Supervisor
Your Title	Your Duties	

Reason for Leaving _____

May we contact all the above employers for reference checking purposes? Yes No

If No, please identify by number any employer you do not wish us to contact? _____

Can you travel if the job requires it: Yes No

References: Please list the name, address and phone number for two work references:

Telephone: _____

Telephone: _____

Additional Comments – Optional: Use the space below to describe the skills and experience that you feel qualify you for a position with us. You may wish to include participation in professional societies and/or special training or skills. Do not list organizations, which reveal race, creed, color, national origin, age, sex, etc.

PLEASE READ CAREFULLY BEFORE SIGNING, PLEASE ASK FOR CLARIFICATION IF NECESSARY.

All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin or ancestry, age, handicap, marital status, genetic information, source of income, class, physical characteristics, sexual orientation, or political beliefs, etc. as prohibited by Federal or State Laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Andover Federal Credit Union does not guarantee a job interview or offer of employment.

I understand the employment that may be offered is not guaranteed for any particular length of time and that either Andover Federal Credit Union or I remain free to terminate the relationship at any time.

I voluntarily grant Andover Federal Credit Union the right to investigate and verify the information and statements I have provided in this application. I release from all liability all persons, companies or organizations supplying such information. I further indemnify you, the employer, against any liability which might result from making such inquires. I certify that the information presented her is true and accurate to the best of my recollection; and that I have not omitted or concealed relevant information. I understand that incorrect or false information made by me in this application, regardless of when discovered, shall considered sufficient cause for denial of employment or discharge. I further understand that as an employee-at will, both the credit union and I may terminate employment at any time with or without cause.

I understand that within the first three (3) working days of my employment I must provide proof of employment authorization and proof of identity, Failure to do so in accordance with the rules established under the Immigration Reform and Control Act my result in immediate termination of my employment.

Applicant's Signature

Date Signed

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment.
Criminal Convictions:

Have you ever been convicted of a felony? Yes No

If yes, provide details, (place, date, offense, etc.) _____

Have you, in the past five years, been convicted of or completed a period of incarceration for a misdemeanor? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)

Yes No

If yes, provide details, (place, date, offense, etc.) _____

Sealed Records Notice:

An applicant for employment or an employee with sealed record or records on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudication in all cases of delinquency or as a child in need of services, which did not result in a complaint transferred to the Superior Court for criminal prosecution.

Have you had any bondability coverage modified, revoked, or declined? Yes No

If Yes, please explain: _____

Applicant's Signature

Date Signed