

# TONGASS FEDERAL CREDIT UNION EMPLOYMENT APPLICATION



## APPLICANT INFORMATION

Last Name				First			M.I.	Date		
Street Address							Apartment/Unit #			
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security No.				Desired Salary		
Position Applied for										
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							

## EDUCATION

High School				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			

## SKILLS

Please select all that you are proficient in

Excel	<input type="checkbox"/>	<b>Please list other related skills:</b>
Word	<input type="checkbox"/>	
Database (list type)	<input type="checkbox"/>	
10-Key	<input type="checkbox"/>	
PC with Windows	<input type="checkbox"/>	

## REFERENCES

Please list three professional references.

Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					

PREVIOUS EMPLOYMENT			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE
<p>Credit Union employees must be bonded through our insurer. A personal and employment reference check will be performed. If you are a final candidate, a credit report will be done and may request a copy. A criminal check also will be performed. You will be asked to provide a current photo identification such as an Alaska driver's license or US Passport, a Social Security card, and other documentation as required by federal law. Statements made on this application or supporting material such as a resume are to be accurate and true; falsifying information will be subject to immediate dismissal of this application or termination if hired.</p> <p>I hereby authorize Tongass Federal Credit Union to obtain information related to employment, reference, credit and background checks as necessary in considering my application for employment. In signing, I certify I have read this disclosure and the statements made are true and accurate.</p>
Signature
Date