



Potential Employee Information Sheet

Feel free to attach your résumé and any pertinent documentation that will help us in assessing your qualifications.

(Please Print Clearly)

Please Note: Employment at Keys Federal Credit Union is contingent upon passing written tests, a clear credit and criminal investigation report, and a series of interviews.

Name _____ Date _____
Last First Middle

SSN _____ How did you learn about us? _____

Telephone no. _____ E-mail address: _____

Means of transportation to & from credit union if you are hired _____

Present address _____ How long? _____

Previous address _____ How long? _____
No. Street City State Zip

Are you over the age of 18? _____ If no, hire is subject to verification that you are of minimum legal age.

Position applied for _____ Rate of pay expected \$ _____

Have you ever applied with us before? _____ If yes, when? _____ Position applied for _____

Were you previously employed by us? _____ If yes, when? _____

Do you have an account with us? _____

Available to work: Full time _____ Part time on these hours: _____

Have you ever been bonded? _____ If yes, on what jobs? _____

If this application is considered favorably, on what date will you be available for work? _____

List any other experience, skills, or qualifications which you feel would especially benefit Keys FCU.

Were you in U.S. Armed Forces? _____ If yes, state branch and rank at discharge? _____

Attach a copy of DD214 form.

Have you been convicted of a crime in the last 10 years? If so, explain _____

Record of Education: Copies of diploma/degree earned and transcript required

School	Name and Address of School	Course of Study	Graduation	Diploma/Degree or # of years attended
High School			Yes ___ No ___	
College			Yes ___ No ___	
Other (Specify)			Yes ___ No ___	
Other (Specify)			Yes ___ No ___	

Employment, past and present, starting with the most recent

Please provide complete information even if you are submitting a résumé. An incomplete application will not be considered.

Employer	Job Title	Dates Employed		Summarize the nature of the work performed and responsibilities held:
		From	To	
Address	Phone ()	Hourly Rate/Salary		
		Starting		
Immediate Supervisor=s Name and Title		\$	Per	
		Hourly Rate/Salary		
Reason for leaving		Final		
		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Job Title	Dates Employed		Summarize the nature of the work performed and responsibilities held:
		From	To	
Address	Phone ()	Hourly Rate/Salary		
		Starting		
Immediate Supervisor=s Name and Title		\$	Per	
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Reason for leaving		Final		
		\$	Per	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Personal References

Whom we may call, not former employers or relatives, and that have known you for 3 years or more.

Name and Occupation	Years known	Relationship	Phone Number

Please read each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign this form at the bottom.

_____ I certify that all information I have supplied on this form is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

_____ I consent to have Keys Federal Credit Union contact the people listed on this form for references and authorize these individuals to provide truthful information regarding my qualifications for employment and previous work.

Signature

Today's Date