

Vantria Federal Credit Union Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

Personal

Last Name	First	Middle	Date
Street Address			Home Telephone:
			Cell Phone:
City, State, Zip			Business Telephone
Have you ever applied for employment with us? <input type="checkbox"/> Yes If yes: Month and Year _____ <input type="checkbox"/> No			Social Security #
Position Desired			Pay expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes If not, what hours can you work? _____ <input type="checkbox"/> No			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States?			When will you be available to begin work? _____
Other special training or skills (languages, machine operation, etc.)			

Education

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
Post Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Membership in Professional or Civic Organizations

(Exclude those which may disclose your race, religion, or national origin)

References

List name and telephone numbers of three business/work references who are not related to you and not previous supervisors. If not applicable, list three school or personal reference that are not related to you.

Name	Telephone	No. of years known
_____	_____	_____
_____	_____	_____
_____	_____	_____

What was your previous address? _____	How long at previous address? _____ Years	How long at present address? _____ Years
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Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of age.
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Have you ever been convicted of any crime of theft? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full. A conviction record will not necessarily bar you from employment.	Have you ever committed a breach of fiduciary duty? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.
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Have you ever been convicted of a crime of violence? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.	Have you been bonded recently? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," with what employer?
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State the names of relatives, board directors, committee members or employees who currently work for Vantria to whom you are related. _____	Are you able to perform the job duties for which you have applied, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No explain in full.
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Referral Source <input type="checkbox"/> Newspaper <input type="checkbox"/> Websites - <input type="checkbox"/> Vantria FCU <input type="checkbox"/> VACUL <input type="checkbox"/> NAFCU <input type="checkbox"/> Monster.com <input type="checkbox"/> CUES <input type="checkbox"/> Springfield <input type="checkbox"/> Callahan <input type="checkbox"/> Employment Agency (specify name) <input type="checkbox"/> Walk in <input type="checkbox"/> Email <input type="checkbox"/> Referral – referral's name <input type="checkbox"/> Other (specify)
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Signature of Applicant

Date

FOR EMPLOYER USE ONLY

Employment Verification Checked <input type="checkbox"/> Yes <input type="checkbox"/> No	Assessment Results Total Score _____
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Comments:

Applicant Statement

I certify that all the information I have provided in order to apply for and secure work with the Vantria Federal Credit Union is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service upon discovery.

I expressly authorize, without reservation, Vantria Federal Credit Union, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Vantria Federal Credit Union, its agents or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Vantria Federal 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 applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without prior notice, and Vantria Federal Credit Union reserves the same right to terminate my employment at any time, with or without prior notice, except as may be required by law. This application does not constitute an express or implied agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Vantria Federal Credit Union is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Vantria Federal Credit Union CEO. I similarly understand the credit union's handbook policy manuals and memoranda, as they exist or may be revised, do not constitute express or implied contracts between the Credit Union and me.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

"UNDER VIRGINIA LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEANOR AND SUBJECT TO A FINE."

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____

Revised 08/01/06

Acknowledgement of Consumer Report Request for Employment

As part of the hiring process for Vantria Federal Credit Union, located at 6708 Backlick Road, Springfield, VA 22150, I authorize a credit check (consumer report) for employment purposes. The credit union will not use the information obtained in violation of any federal or state equal opportunity law or regulation.

If any adverse action is taken based on information received from the consumer reporting agency listed below, you have certain rights, under the Fair Credit Reporting Act. These rights include the opportunity to obtain a free copy of the consumer report from the credit reporting agency, if requested within 60 days, and the right to dispute the accuracy or completeness of any information in the consumer report with the consumer reporting agency.

Equifax
5505 Peachtree Dunwoody Road
Suite 600
Atlanta, GA 30374-0241
(404)-612-2585

This notice is and its attachment (if any) satisfy the credit union's obligation under the Act. Questions regarding this notice should be directed to:

Human Resources Manager
Vantria Federal Credit Union
6708 Backlick Road
Springfield, VA 25150

I understand my employment at Vantria Federal Credit Union may be contingent upon the outcome and review of the consumer report.

Print Name: _____

Signature: _____

Date: _____