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## Application For Employment

**\*\*Resumes will not be accepted in lieu of applications.\*\***

Fill out application form completely. If questions are not applicable, enter "N/A". Do not leave questions blank. Be sure to sign when completed. Relatives for persons currently employed by Austin Telco are not eligible for employment. Austin Telco Federal Credit Union is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in employment.

(PLEASE PRINT)

Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
 (Last) (First) (Middle)

Address \_\_\_\_\_  
 (Street) (City) (State) (Zip Code)

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

List any other names used if different from name on this application: \_\_\_\_\_

Position Desired \_\_\_\_\_ Branch Desired: \_\_\_\_\_ Desired Salary/Hourly Rate: \_\_\_\_\_

Are you able to work during the hours of 7:15 A.M. to 7:00 P.M.? Yes [ ] No [ ] If No, please specify times: \_\_\_\_\_

Date Available: \_\_\_\_\_ What days are you available to work? [ ] Mon [ ] Tues [ ] Wed [ ] Thurs [ ] Fri [ ] Sat

Do you prefer [ ] Full-Time [ ] Part-Time [ ] Summer [ ] Temporary

Have you ever applied for a position with us? Yes [ ] No [ ] If "yes" when? \_\_\_\_\_

Have you ever been employed by us? Yes [ ] No [ ] If "yes" when? \_\_\_\_\_

Are you at least 18 years of age? Yes [ ] No [ ]

Have you ever been convicted of a felony or subjected to a deferred adjudication on a felony charge? Yes [ ] No [ ]

If your answer is Yes, explain in concise detail on a separate sheet of paper, giving the dates and the nature of the offense, the name and location of the court, and the disposition of the case(s). A conviction may not disqualify you, but a false statement will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

**Education** (Note: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, and certifications.)  
 Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Did you graduate from high school or receive GED? Yes [ ] No [ ]

Type of School	Name and Location of School	Sem/Clock Hours Completed	Type of Diploma or Degree Received	Major / Minor Fields of Study
Undergraduate Colleges or Universities				
Graduate Schools				
Technical, Vocational, or Business School				

**Employment History** In the following pages give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, attach an additional sheet.

<b>Employer</b>	Starting Date    Month / Year	Starting Position
		Last Position
Address	Leaving Date    Month / Year	Other Positions Held
Telephone		
Immediate Supervisor	Starting Salary	Final Salary
Duties		
Reason For Leaving		

<b>Employer</b>	Starting Date    Month / Year	Starting Position
		Last Position
Address	Leaving Date    Month / Year	Other Positions Held
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Immediate Supervisor	Starting Salary	Final Salary
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<b>Employer</b>	Starting Date    Month / Year	Starting Position
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Immediate Supervisor	Starting Salary	Final Salary
Duties		
Reason For Leaving		

**Employment History Continued**

If additional space is needed, attach an additional sheet.

<b>Employer</b>	Starting Date	Month / Year	Starting Position
			Last Position
Address	Leaving Date	Month / Year	Other Positions Held
Telephone			
Immediate Supervisor	Starting Salary		Final Salary
Duties			
Reason For Leaving			

<b>Employer</b>	Starting Date	Month / Year	Starting Position
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<b>Employer</b>	Starting Date	Month / Year	Starting Position
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Address	Leaving Date	Month / Year	Other Positions Held
Telephone			
Immediate Supervisor	Starting Salary		Final Salary
Duties			
Reason For Leaving			

**Special Training, Skills, Qualifications:**

Please indicate which of the following you are proficient in using if any:

\_\_\_\_\_ Symitar / Episys Systems    \_\_\_\_\_ MS Outlook    \_\_\_\_\_ 10 Key By Touch

List any additional job related training or skills you possess:

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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED.**

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that receipt of this application by Austin Telco Federal Credit Union does not guarantee a job interview or an offer of employment.
4. I understand that neither this application for employment nor any offer of employment from Austin Telco Federal Credit Union constitutes an employment contract; that if an offer of employment is extended to me, I will be hired at will under Texas law; that my employment and compensation may be terminated with or without cause at anytime by the credit union for any reason or no reason; and in that event that the credit union's only obligation shall be to pay wages or salary earned by me to the date of termination. I further understand that my employment relationship with Austin Telco Federal Credit Union may only be modified by written instrument signed, dated and authorized by the president of the credit union.
5. I authorize a complete background and credit investigation to include a personal Retail Credit Report. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability and damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Austin Telco Federal Credit Union Use Only**

**Reference Information:**

Employer	Contact Person	Comments

Date of Hire:	Date to Begin:
Position:	Department:
Rate of Pay:	Schedule:

# Credit Report Disclosure Statement

In processing your application for employment, Austin Telco Federal Credit Union may obtain a consumer credit report from a consumer reporting agency as part of the pre-employment process.

Therefore, In order for us to continue, we require your social security number.

SS# \_\_\_\_\_

If you choose not to provide us with your social security number we will not be able to continue the employment process.

By signing below, you acknowledge receipt of this disclosure and authorize Austin Telco Federal Credit Union to obtain your consumer credit report.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORIZATION FOR BACKGROUND CHECK

(Please read and sign this form in the space provided below. Your written authorization is necessary for completion of the application process.)

I, \_\_\_\_\_, hereby authorize Austin Telco Federal Credit Union to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that Austin Telco Federal Credit Union will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name – Printed

\_\_\_\_\_  
Date of Birth

## Applicant EEO Data Form

The information requested is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Position Applying For	2. Social Security Number	3. Last Name	First	Middle
4. Phone Number	5. Address	City	State	Zip
6. Sex <input type="checkbox"/> <b>M</b> – Male <input type="checkbox"/> <b>F</b> - Female	7. Birth Date	8. Ethnic Origin (Check preferred) <input type="checkbox"/> <b>W</b> – White <input type="checkbox"/> <b>B</b> – Black <input type="checkbox"/> <b>P</b> – Asian/Pac Islander <input type="checkbox"/> <b>H</b> – Hispanic <input type="checkbox"/> <b>I</b> – Amer Ind/Alaskan <input type="checkbox"/> <b>O</b> – Other		
9. Veteran <input type="checkbox"/> <b>Y</b> – Yes <input type="checkbox"/> <b>N</b> - No	10. Spouse of Veteran <input type="checkbox"/> <b>Y</b> – Yes <input type="checkbox"/> <b>N</b> - No	11. Orphan of Veteran <input type="checkbox"/> <b>Y</b> – Yes <input type="checkbox"/> <b>N</b> - No		
12. How did you find out about this job? <input type="checkbox"/> <b>01</b> – Austin Telco Web Site <input type="checkbox"/> <b>02</b> – Other Internet Site _____ <div style="text-align: right; margin-right: 50px;">(Please Specify)</div> <input type="checkbox"/> <b>03</b> – Recruitment Poster <input type="checkbox"/> <b>04</b> – Radio <input type="checkbox"/> <b>05</b> – Human Resource/Personnel Office <input type="checkbox"/> <b>06</b> – Newspaper _____ <div style="text-align: right; margin-right: 50px;">(Name of Newspaper)</div> <input type="checkbox"/> <b>07</b> - Austin Telco Employee (Employee Name) _____ <input type="checkbox"/> <b>08</b> – Other _____				

An Equal Opportunity Employer

**X** \_\_\_\_\_  
Signature – Applicant      Date

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