

RAY Federal Credit Union
Application for Employment
An Equal Opportunity Employer

Welcome to RAY Federal Credit Union (RFCU). We are pleased that you are considering us for possible employment. Our application process consists of several steps. They include the completion of the application form, checking prior employment references and other background information. You will be advised as to how to proceed through this process. To start with, please complete the following application.

Last Name	First	M.
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Social Security # _____ - _____ - _____

Present address	City	Zip	code
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Area code _____ Phone number _____ Cell number _____

IF LESS THAN 10 YEARS AT YOUR PRESENT ADDRESS, LIST PREVIOUS ADDRESSES BELOW, BEGINNING WITH YOUR LAST PREVIOUS ADDRESS. USE BACK OF SHEET IF NECESSARY.

Previous Address	City	State	Zip Code
How Long?			

Current Drivers Lic./ID#	Exp. date	State	What last name?
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Position applied for: _____ Full or Part time? _____

When are you available to start work? _____

Do you have any relatives or members of your household working for this credit union?
Yes ___ No ___ If yes, who? _____

How did you learn of the availability of this position? _____

Are you fully capable of performing the essential functions of the job you are applying for with or without reasonable accommodations? Yes _____ No _____

Can you, after employment, submit verification of your legal right to work in the U.S. ?
Yes ___ No ___

CRIMINAL HISTORY DISCLOSURE:

Have you ever been convicted of a felony? Yes___ No___ If yes, explain location(s), date(s), and charge(s) completely and thoroughly. Use reverse side if necessary.

*The existence of a criminal conviction does not necessarily eliminate your candidacy for employment.

EDUCATION:

HIGH SCHOOL _____
Name of School Number of years
Diploma

Address of School Major Registered under what name?

COLLEGE _____
Name of School Number of years
Diploma

Address of School Major Registered under what name?

TRADE, PROFESSIONAL, ETC. _____
Name of School Number of years

Address of School Registered under what name?

Courses Studied Diploma/Degree/Certificate

EMPLOYMENT HISTORY:

BEGINNING WITH MOST RECENT JOB, FULLY ACCOUNT FOR ALL TIME, INCLUDING PERIODS OF UNEMPLOYMENT, FOR THE PAST TEN YEARS.

(Use back side if necessary. If you are providing a resume, you do not need to complete this section).

1. _____ / _____
Name of Company From (date) To (date)

_____ / _____
Address Supervisor Area code/Phone number

_____ / _____
Ending pay Position held Reason for leaving

2. _____ / _____
Name of Company From (date) To (date)

_____ / _____
Address Supervisor Area code/Phone number

_____ / _____
Ending pay Position held Reason for leaving

3. _____ / _____
Name of Company From (date) To (date)

_____ / _____
Address Supervisor Area code/Phone number

_____ / _____
Ending pay Position held Reason for leaving

PERSONAL REFERENCES:

Name	Address	Years known	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever had any bond coverage modified or revoked, or has any application for a bond ever been declined? Yes___ No___ If yes, please provide specifics.

**Employment can only be offered provided you are able to be bonded.

I HEREBY CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IF I RECEIVE A JOB OFFER, FALSIFICATION OR OMISSION OF ANY MATERIAL INFORMATION ON THIS APPLICATION MAY BE CONSIDERED SUFFICIENT CAUSE FOR IMMEDIATE TERMINATION.

Signature of applicant

Date

I HEREBY GIVE AUTHORIZATION TO MAKE SUCH INVESTIGATIONS AND INQUIRIES OF MY PERSONAL HISTORY, EMPLOYMENT HISTORY, AND OTHER RELATED MATTERS AS MAY BE NECESSARY TO VERIFY MY RESUME OR APPLICATION AND TO CONDUCT A BACKGROUND INVESTIGATION. IN CONDUCTING THIS BACKGROUND INVESTIGATION, I AUTHORIZE ANY ENTITY OR PERSON INCLUDING EMPLOYERS, SCHOOLS, FIRMS, AND GOVERNMENT AGENCIES TO RELEASE INFORMATION IN RESPONSE TO ANY INQUIRIES.

IN CONSIDERATION FOR REVIEWING MY APPLICATION, I HEREBY WAIVE AND RELEASE ALL PARTIES INVOLVED FROM ANY CLAIMS I MIGHT HAVE, INCLUDING DEFAMATION AND INVASION OF PRIVACY, ARISING OUT OF ANY VERBAL OR WRITTEN INQUIRIES AND/OR ANY VERBAL OR WRITTEN RESPONSES TO ANY INQUIRIES AS WELL AS THE USE OR DISCLOSURE OF SUCH INFORMATION.

I AGREE THAT IF EMPLOYED, I WILL ABIDE BY ALL POLICIES AND PROCEDURES ESTABLISHED BY RAY FEDERAL CREDIT UNION. I UNDERSTAND THAT **MY EMPLOYMENT IS "AT WILL,"** THAT I MAY RESIGN AT ANY TIME, THAT RAY FEDERAL CREDIT UNION MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND THAT NO EMPLOYEE OR OTHER REPRESENTATIVE OF THE RAY FEDERAL CREDIT UNION HAS AUTHORITY TO MAKE AN AGREEMENT CONTRARY TO THE FOREGOING UNLESS IT IS IN WRITING AND SIGNED BY THE CEO/PRESIDENT OF THE RAY FEDERAL CREDIT UNION. THIS CONSTITUTES MY ENTIRE AGREEMENT WITH RAY FEDERAL CREDIT UNION WITH REGARD TO THE LENGTH OF AND TERMINATION OF MY EMPLOYMENT.

Signature of applicant

Date

Supervisor/Manager/Human Resources

Date

Release and Authorization Statement

In connection with this request, I _____
authorize all entities and persons, including corporations, companies, former employers,
credit agencies, educational institutions, law enforcement agencies, city, state, county
and federal courts, and military services to release information they may have about me
to any representative of Ray Federal Credit Union.

I release all parties involved from any claim I might have arising from any verbal or
written inquiries and/or verbal or written responses, including defamation and invasion of
privacy.

I also authorize the procurement of an investigative consumer report and fingerprint
check. I understand that these reports may contain information about my background,
mode of living, character, and personal reputation.

This authorization, in original or copy form, shall be valid for this and future reports or
updates that may be requested.

Applicant's Signature

Date