Southbridge Credit Union
Employment Application

205 Main Street Southbridge, MA 01550	155 Main Street Southbridge, MA 01550	514 Main Street Fiskdale, MA 01518	120 Charlton Road Sturbridge, MA 01566	732 Southbridge Street Auburn, MA 01501

It is important that you answer all questions – please print.

If you require any special reasonable accommodation in completing this application, in interviewing, or in otherwise participating in the employee selection process, please advise us.

The Southbridge Credit Union does not hire relatives of current employees or directors.

In Compliance with federal and state equal employment opportunity laws, applicants are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, marital status, veteran's status, or physical or mental disability or handicap. Also, it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Date of Application: _____ Position Applied for: _____

Name: _____ Soc. Sec. No.: _____

Home Phone: _____ Work Phone: _____ Pay Expected: _____

Current Address: _____

Are you under age 18? _____ YES _____ NO
(If yes, you will be required to submit a work permit.)

Are you legally eligible for employment in the U.S.? _____ YES _____ NO
(Proof of citizenship/immigration status will be required upon employment.)

Type of work preferred: _____ FULL-TIME _____ PART-TIME

If PART-TIME, specify exact days and hours available: _____

How did you hear about this vacancy? _____

If hired, when would you be able to begin work? _____

Have you ever been employed here before? When? _____

_____

_____

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EMPLOYMENT EXPERIENCE

Please give an accurate and complete full-time and part-time employment record. You may include any verifiable work performed on a volunteer basis. START WITH YOUR MOST RECENT EMPLOYER.

Company Name/Address: _____

Dates of Employment: _____ Job Title: _____

Final Pay: _____ Supervisor: _____

Reason for Leaving: _____

Company Name/Address: _____

Dates of Employment: _____ Job Title: _____

Final Pay: _____ Supervisor: _____

Reason for Leaving: _____

Company Name/Address: _____

Dates of Employment: _____ Job Title: _____

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Company Name/Address: _____

Dates of Employment: _____ Job Title: _____

Final Pay: _____ Supervisor: _____

Reason for Leaving: _____

Company Name/Address: _____

Dates of Employment: _____ Job Title: _____

Final Pay: _____ Supervisor: _____

Reason for Leaving: _____

List any special skills and qualifications you possess that are related to the job for which you are applying.

_____

_____

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MILITARY DUTY

Have you served in the Armed Forces/Reserves? _____ Yes _____ No

If yes, describe your duties and any special training. _____

_____

Dates: from _____ to _____

EDUCATION

	High School	College	Graduate	Other
School Name & Location				
Circle Years Completed	9 10 11 12	1 2 3 4	1 2 3 4	1 2
Major Concentrations				

REFERENCES

List three (3) work-related references. Previous supervisors are preferred.

	Name	**Relationship**	**Phone**	**Company/Address**
1.				
2.				
3.				

This "Employment Application" will be maintained in an active file for three (3) months. Thereafter, you will need to indicate your continued interest in employment at Southbridge Credit Union by contacting us.

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Applicant's Agreement and Release

Disclosure Notice and Authorization
Regarding Background Consumer Reports
Important: Please read carefully before signing.

I certify that all information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may be cause for rejection. Or may be cause for subsequent dismissal if I am hired.

I hereby authorize any former employer, person, firm, corporation, or government agency to answer any and all questions and to release or provide any information within their knowledge or records. I agree to hold any or all of them blameless and free of any liability for releasing any truthful information that is within their knowledge or records.

Southbridge Credit Union is hereby authorized to release to any other firm or person with whom I may seek employment, any and all information concerning my application or employment.

I also understand that consumer reports and/or investigative consumer reports including information concerning my character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with my application. I further understand that I may request information relevant to the nature and scope of this inquiry by submitting my request in writing to the Chief Operations Officer at the Credit Union. Before any adverse action is taken, based in whole or in part on the information contained in a consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act.

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits.

I understand and agree that if hired, my employment will be <u>at-will in nature</u> and <u>may be terminated, with or without cause, at any time, by either myself or Southbridge Credit Union.</u> I also understand that this written statement supersedes any and all oral representations made by agents or representatives of Southbridge Credit Union.

Date: _____

Signature of Applicant: _____

Applicant's Social Security Number: _____