



An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Dear Applicant:

We appreciate your interest in employment with Community Credit Union of Florida. Our goal is to make the best hiring decision possible and to effectively match people and positions. A clear understanding of your background and work history is necessary to make an informed decision regarding your qualifications. **Please take the time to answer every question completely and accurately.**

In addition to this application, the employment process may include but is not limited to the following processes:

1. Testing for aptitude, personality and/or skills
2. Multiple interviews
3. Background checks and/or investigations
4. Drug screen
5. Credit checks

Please complete the [Voluntary EEO Identification Form](#) and turn in with this application.

Drug Screen

In addition, we ask all applicants to voluntarily submit to a drug test as part of the application process. Should you refuse to submit to the drug test or fail to qualify according to the minimum standards established by CCU, you will be disqualified from further consideration for employment.

Applicants should also understand that upon commencement of employment, they may be again required to submit to a drug test if involved in a Worker's Comp accident, upon return from a leave of absence or at their supervisor's discretion.

Applicant Statement

I certify that the facts set forth in my application for employment are true and complete. I understand that if employed, false or incomplete statements, or incorrect information given on this application shall be sufficient cause for termination. I authorize Community Credit Union of Florida to contact any and all of my previous employers, as well as any other credit or reference source. I hereby release from liability all persons and organizations furnishing references or other information concerning me.

I understand that the completion of this application is not to be construed as an expressed or implied contract of employment or a guarantee of employment. Furthermore, my term of employment, if hired, is "at-will" and shall be for no definite period.



IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Community Credit Union of Florida may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (driving records), verification of your education, employment history, Social Security Number verification, licensing and certification checks, and military service history.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of “consumer report” and/or an “investigative consumer report” obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Edge Information Management, Incorporated, 1682 W. Hibiscus Blvd., Melbourne, Florida 32901, 1-800-722-334, www.edgeinformation.com, or another outside organization.

The scope of this notice and authorization is all-encompassing, however, allowing **Community Credit Union of Florida** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. Information regarding Edge Information Management, Incorporated’s privacy practices can be viewed at www.edgeinformation.com.



ACKNOWLEDGMENT/AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by **Community Credit Union of Florida** at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, or other party to furnish any and all background information requested by Edge Information Management, Incorporated, another outside organization acting on behalf of **Community Credit Union of Florida**, and/or **Community Credit Union of Florida** itself. I agree that a facsimile (“fax”) or photographic copy of this Authorization shall be as valid as the original.

I understand that the information requested below regarding date of birth, race and sex is for the sole purpose of gathering the above information accurately, and will not be used to discriminate against me in violation of any law. READ, ACKNOWLEDGED AND AUTHORIZED – I authorize Edge Information to contact me at (Phone Number) _____ for clarification of any information provided.

Signature

Print Name

Date

Note: I am providing the following voluntarily.

Please Print Clearly

Name: (First, Full Middle, Last)

Also Known As:

Social Security Number:

Sex:

Race:

Date of Birth: (For ID purposes only-MM/DD/YYYY)

Current Address:

City/State/Zip

Previous Address:

City/State/Zip



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Please complete the application in full. If you require accommodations in order to complete this application, contact the Human Resources Department. Incomplete applications may be rejected.
Do not specify “See Resume.”

PERSONAL INFORMATION

Please Print

Name		Date	
Current Address	City	State	Zip
Previous Address	City	State	Zip
Social Security #			
Telephone Numbers: Work		Home	
Cell			

Position desired: (A position must be stated)	Salary Required:
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time If part-time what hours are you available?	
If offered a position, when could you begin work?	

Are you legally eligible to be employed in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>
(Proof of identity and eligibility will be required upon employment)

As an adult, have you ever pled guilty or “nolo contendere” or been convicted, placed on probation, received a suspended sentence or forfeited bail in connection with any offense (except minor traffic violations) in any court? Yes <input type="checkbox"/> No <input type="checkbox"/>
Note: A conviction does not automatically exclude you from employment.
If you answered yes, please provide the date, charge, location and court action taken for each offense.

Employment Record

1. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	
2. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	
3. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	
4. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	

5. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	
6. Name of Company	Dates of Employment (month/year)
Address (Street, City, State and Zip)	Phone (Area Code & Number)
Job Title	Rate of Pay
Job Responsibilities	Reason for Leaving
Name and Title of Immediate Supervisor	

May we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
If any employment was under a different name, indicate name:

Education

Do you have a High School Diploma or GED Yes <input type="checkbox"/> No <input type="checkbox"/>												
Name and Location of School: _____												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: left; padding: 5px;">College</th> <th style="width: 30%; text-align: center; padding: 5px;">Graduated</th> <th style="width: 30%; text-align: right; padding: 5px;">Degree/Major</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;">Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> </tbody> </table>	College	Graduated	Degree/Major		Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>	
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	Yes <input type="checkbox"/> No <input type="checkbox"/>											
	Yes <input type="checkbox"/> No <input type="checkbox"/>											
	Yes <input type="checkbox"/> No <input type="checkbox"/>											
Other training:												
Summarize special job-related skills and qualifications acquired from employment or other experience that is relevant to the position you are applying:												