

HIGHMARK

FEDERAL CREDIT UNION

APPLICATION FOR EMPLOYMENT

One of Highmark Federal Credit Union's most important assets is its employees. Highmark is committed to motivating and developing dedicated and responsible employees, ensuring the continued delivery of high-quality service standards to our members.

GENERAL

NAME (Last, First, Middle Initial):

Present Address (Street, City, State, Zip):

Position Desired:

Date: _____

Social Security No:

Telephone No:

Day: _____
Night: _____

Starting Salary Required:

\$ _____ per _____

Are you interested in: Full-time Employment or Part-time Employment

Can you work any day of the week? Yes No Would you expect to work elsewhere? Yes No

Preferred hours of work _____ (part-time employees only)

If accepted, when can you start? _____

Are you related to a Highmark Federal Credit Union employee? Yes No

What Relationship? _____

Have you ever been employed by this organization? Yes No

Have you ever had a security clearance? Yes No Where? _____

By whom were you referred? _____

Are you at least 18 years of age? Yes No

How long have you lived at your present address? _____ Years in state? _____

Do you have a legal right to remain/work in the United States? Yes No

Do you have a valid motor vehicle license? Yes No From what state? _____

Have you ever been convicted of any criminal offense? Yes No

If yes, describe the offense and date of conviction: _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record? If yes, explain: _____

If yes, what other name? _____

In the event of an emergency, contact: _____ Phone: _____

EMPLOYMENT

List below all present and past employers, beginning with your most recent.

Company name, address and phone number:

Starting Salary:

\$ _____

Ending Salary:

\$ _____

Name of Supervisor(s):

Title and description of the work you did:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

Company name, address and phone number:

Starting Salary:

\$ _____

Ending Salary:

\$ _____

Name of Supervisor(s):

Title and description of the work you did:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

Company name, address and phone number:

Starting Salary:

\$ _____

Ending Salary:

\$ _____

Name of Supervisor(s):

Title and description of the work you did:

From (Month/Year):

To (Month/Year):

Reason for Leaving:

May we contact employers listed above?

Yes

No

If not, indicate which one(s) you do not wish us to contact: _____

SKILLS

Indicate your skills and abilities in the following areas, if applicable to the position in which you are applying:

Type _____ words per minute

10-key keypad speed _____/minute

Proficiency Level
(5 excellent, 1 poor)

Equipment Operated: _____

Computers Operated _____

Software Operated: _____

EDUCATION

High School (Name and Address):

Years Completed:

Did You Graduate? Yes No

College (Name and Address):

Years Completed: G.P.A.

Did You Graduate? Yes No

Course of Study (Major/Minor):

List Diploma or Degree:

Other (Name and Address):

Years Completed:

Did You Graduate? Yes No

Are you attending school or taking courses now?

Yes No

Where? _____

List Scholastic Honors: _____

BUSINESS REFERENCES

List names, addresses, phone number, and occupation.

SERVICE IN THE ARMED FORCES

From (Month/Year): _____

To (Month/Year): _____

General Duties:

Are you currently serving in any branch of the National Guard or any other military reserve program?

Yes No

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

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

~~~ PLEASE READ CAREFULLY BEFORE SIGNING ~~~

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, or age as prohibited by federal or state laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Highmark Federal Credit Union does not guarantee a job interview or offer of employment.

I voluntarily grant the Highmark Federal Credit Union the right to investigate the statements made in this application, as well as other job-related information and activities. I also authorize my previous employers to supply my employment record, in confidence, in whole or in part, to the Highmark Federal Credit Union.

I understand that the employment for which I am applying is not guaranteed for any particular length of time and that either the Highmark Federal Credit Union or I remain free to terminate the relationship at any time.

I certify that the statements I have made on this application are true. I understand that falsification of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

Applicant's Signature

Date Signed