

APPLICATION FOR EMPLOYMENT

Vantage Point Federal Credit Union
3600 Oaklawn Blvd.,
Hopewell, Virginia 23860

(Please Print)

Applicants are measured for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or other legally protected status.

Name: _____ Date of Application: _____

Present Address: _____ Social Security #: _____

City & State: _____ Telephone Number: _____

Previous Address: _____ How long at this address? _____

City & State: _____

What type of employment will you consider? Full time Part time Temporary

Position applied for: _____

What type of work do you prefer? _____ Annual salary required: _____

When would you be available to begin work? _____

Have you ever been a member of the armed services of the United States? _____

If so, did your military experience have any relationship to the position for which you have applied? Explain:

Were you ever employed in Credit Union work? _____

If so, give name of Credit Union, position(s) held, and dates: _____

Why did you leave Credit Union work? _____

Have you ever been convicted of a felony, including crimes of moral turpitude? Yes No *(A "Yes" answer will not necessarily be grounds for rejection. The relationship between the type, number, and relatedness of convictions will be considered.)*

If so – date, location, and disposition of conviction? _____

Have you ever been denied Fidelity Bond Coverage? Yes No If so, give approximate date and circumstances:

List Volunteer experiences which relate to the job for which you are applying: _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year	Did You Graduate?	List Diploma or Degree
Elementary			5 6 7 8	Yes	
				No	
High			1 2 3 4	Yes	
				No	
College			1 2 3 4	Yes	
				No	
Other (Specify)			1 2 3 4	Yes	
				No	

What software applications are you familiar with (i.e. MS Office, other)? _____

Check any of the following skills in which you believe yourself trained and/or experienced:

- | | |
|-----------------------------|--------------------------|
| 1. Typewriter (speed) _____ | 6. E.D.P. _____ |
| 2. Shorthand (speed) _____ | 7. Auditing _____ |
| 3. Personal Computers _____ | 8. Marketing _____ |
| 4. Bookkeeping _____ | 9. Public Speaking _____ |
| 5. Accounting _____ | |

EMPLOYMENT EXPERIENCE

Start with your present or last job. If you need additional space, please continue on a separate sheet of paper.

Are you employed at the present time? Yes No

If so, may we contact your present employer? Yes No

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

<u>Employer</u>	<u>Telephone</u>	<u>Dates Employed</u> From To		<u>Work Performed</u>
<u>Address</u>				
<u>Job Title</u>		<u>Hourly Rate/Salary</u>		
<u>Supervisor</u>		<u>Starting</u>		
<u>Reason For Leaving</u>		<u>Final</u>		

SPECIAL SKILLS & QUALIFICATIONS

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Summarize special skills and qualifications acquired from employment, volunteer, or other experience: _____

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that, if employed, false statements or omissions made by me in the application process are grounds for dismissal upon discovery thereof. If employed, I understand that my employment and compensation are at will and can be terminated with or without cause, and with or without notice, at any time, at the option of either Vantage Point FCU or myself. I understand that no one other than the President of Vantage Point FCU has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing. In consideration of my employment, I agree to abide by Vantage Point FCU rules and regulations as currently stated or developed or revised in the future. I understand that Vantage Point FCU may use a consumer report or an investigative consumer report which involve a check on job references and which may bear on an individual's credit worthiness, character, general reputation, personal characteristic, and mode of living, whichever may be applicable. I acknowledge that my rights and responsibilities concerning such inquiries have been provided to me by way of separate disclosure document(s) during the application process. I authorize my former employer(s) to give information concerning my employment to Vantage Point FCU and hereby release my former employer(s), their respective employee, agents, successors, and assigns from any liability whatsoever as a result of their disclosures.

Signature of Applicant

Date

Please use this space for any additional information.

For Personnel Department Use Only		
Arrange Interview	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Remarks	_____	
Employed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Date of Employment	_____
Job Title	Hourly Rate/Salary	Department
_____	_____	_____
By	_____	_____
	Name	Date

AUTHORIZATION AND RELEASE FOR INVESTIGATIVE CONSUMER REPORT AND/OR CONSUMER REPORT

As a condition of employment, Vantage Point FCU may obtain a Consumer Report and/or Investigative Consumer Report. The Fair Credit Reporting Act, as amended by the Consumer Reporting Reform Act of 1996, requires that we advise you that for purposes of employment only, these reports maybe obtained which may include information about your credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Upon written request by you, additional information as to the nature and scope of the report, if one is made, will be mailed to you or otherwise provided within five days of receipt of your request.

I hereby authorize VPFCU Management Staff, on behalf of Vantage Point FCU to procure a Consumer Report or an Investigative Consumer Report standing, credit capacity, character, general reputation, personal characteristics, or mode of living. This report may be compiled with information from credit bureaus, court records, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied.

Applicant/Employee Name and Signature

Date

Social Security Number*

*Optional