



## Application for Employment

Magnolia Federal Credit Union is an equal opportunity employer that offers equal employment opportunities to all persons without regard to race, color, sex, national origin, age, religion, military or veteran status, genetic information, handicap, disability, or any other status protected by law. Magnolia Federal Credit Union participates in the United States Department of Homeland Security E-Verify program. Minimum age for employment is 18 years. As part of our procedure for processing your employment application, all statements made by applicants for employment on this application form or during any interview may be checked for accuracy.

Full Name _____ First      M.I.      Last                      Maiden	Desired Position _____
Address _____	Desired Pay Rate _____
City _____ State ____ Zip _____	Referred by _____
Cellphone Number _____	Email _____
Have you applied for employment here before? _____	Are you authorized to work lawfully in the United States?      ___ Yes ___ No
SS Number _____	Have you ever been denied a bond? _____
How did you hear about this position? _____	Are you at least 18 years of age? _____
Other language(s) spoken? _____	

### Employment History

**(Start with most recent or present employer and complete in full listing all employment; attach additional work history on a separate piece of paper as necessary.)**

Company name _____	Company phone _____	
Location (City) _____	Job Title _____	Pay rate _____
Reason for leaving _____	Start Date _____	End Date _____
Okay to contact? _____	If not, please state reason _____	

#### Previous employer:

Company name _____	Company phone _____	
Location (City) _____	Job Title _____	Supervisor name _____
Reason for leaving _____	Start Date _____	End Date _____
Okay to contact? _____	If not, please state reason _____	

#### Previous employer:

Company name _____	Company phone _____	
Location (City) _____	Job Title _____	Supervisor name _____
Reason for leaving _____	Start Date _____	End Date _____
Okay to contact? _____	If not, please state reason _____	

Have you ever been terminated or asked to resign from a position? \_\_\_ Yes \_\_\_ No

If yes, give circumstances

Have you ever been disciplined by an employer, such as received a warning, been suspended, or required to take special classes related to a disciplinary matter? \_\_\_ Yes \_\_\_ No If yes, please explain:

### Education History

High School Attended \_\_\_\_\_

Graduate? \_\_\_ Yes \_\_\_ No \_\_\_ GED

Most recent college attended \_\_\_\_\_

Number of years completed \_\_\_\_\_

Highest degree obtained \_\_\_\_\_

Major \_\_\_\_\_

If applicable please list any certifications, trainings, or licenses? \_\_\_\_\_

### Criminal Record

A conviction record will not necessarily be a bar to employment. Factors such as job relatedness, age and time of offense, seriousness and nature of violation, and rehabilitation will be taken into account.

Have you ever been convicted of a crime, other than a minor traffic violation? \_\_\_ Yes \_\_\_ No

If yes, please provide the details of each conviction including the state and city/town, citation, date, and court:

Due to the nature of the work the credit union does, a credit report must be obtained. Please list all creditors below.

Creditors	Date Opened	Present Balance	Monthly Payment
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

As part of the application process with Magnolia Federal Credit Union I agree to the following: A credit bureau check will be obtained from two or more credit bureaus by the credit union.

That the above list is a complete list of all debts and all loans that I am owner or a co-maker on. Additional space on the back of this page maybe utilized if necessary.

Applicant's signature gives employer consent to check references, verify information, and obtain reports from consumer reporting agencies.

Applicant agrees that by signing this form, he or she will hold Magnolia Federal Credit Union harmless for any result of the reference check.

I have read and fully understand the questions asked in this application. I understand and agree that the application is neither an offer of employment nor a contract. I certify that the information set forth in this employment application is accurate and complete. I understand that any misrepresentation, falsification, or omission on this application, if any, will result in the immediate rejection of my application or, if I am hired, will result in my immediate termination from employment.

I authorize Magnolia Federal Credit Union and its agents and representatives to contact all or any of my past employers, education/academic institutions, and references and authorize them to provide all information requested of them, and release and hold harmless all entities and persons from

liability for providing such a reference and Magnolia Federal Credit Union for acting or relying on the information so received.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Magnolia Federal Credit Union and myself for either employment or for the providing of any benefit. No promises regarding employment

have been made to me. I understand that, if employed, my employment will be at-will, and that I can be terminated, without notice or cause, at any time, at the option of Magnolia Federal Credit Union.

I understand that any offer of employment will be conditioned on the successful completion of a criminal background check and such other pre-employment tests or background checks as may be required for a specific job. I will, upon request, sign all necessary consent forms.

I agree that if I am hired, I will conform to the policies and procedures of Magnolia Federal Credit Union.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date