

Employment Application



NorState Federal Credit Union
78 Fox St Madawaska, ME
USA 04756
Phone: 207.728.7555
Fax: 207.728.6731
<https://www.norstatefcu.org>

Date:

Name:

Physical Address Street:

Physical City, State:

Physical Zip/Postal Code:

Mailing Address Street:

Mailing City, State:

Mailing Zip/Postal Code:

SS#:

Home Phone:

Cell Phone:

Position/Location Desired:

Type of Employment Desired:	Full Time	Temporary	Educational/Co-op
	Part Time	Seasonal/Summer	

If necessary, when is the best time to call you at home?

May we contact you at work?	Yes	No
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If yes, work number:

If you are under 18 and it is required, can you furnish a work permit?	Yes	No
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If no, please explain:

Have you submitted an application with us before?	Yes	No
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If yes, please give approximate date(s):

Have you been employed here before?	Yes	No
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If yes, please give approximate dates:

Are you legally eligible for employment in this country?	Yes	No
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When would you be available to start work:

Will you relocate if the job requires it?	Yes	No
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Will you travel if the job requires it?	Yes	No
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The Credit Union is open as early as 7:00 AM and as late as 6:00 PM at different times throughout the year.

Are you available for these hours?	Yes	No
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If required, will you work on special projects which may cause overtime? Yes No

Have you ever been bonded? Yes No

Have you been convicted of a crime in the last seven (7) years? Yes No

NOTE: CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT If yes, please explain below:

Driver's License information if driving is an essential job function: Number: State of issue:

Educational Background - List the last three (3) schools attended, starting with the most recent

Name of School	Years Completed	Degree/Diploma Earned	Field of Study
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Previous Employment (list up to 3)

1.

Name of Employer:

Address:

Name of last supervisor: Contact#

Job Title:

Date of employment: From: To:

Salary: Starting: Ending:

Reason for leaving (be specific):

List the jobs you, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

May we contact this employer: Yes No

2.

Name of Employer:

Address:

Name of last supervisor:

Contact#

Job Title:

Date of employment: From:

To:

Salary: Starting:

Ending:

Reason for leaving (be specific):

List the jobs you, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

May we contact this employer:

Yes

No

3.

Name of Employer:

Address:

Name of last supervisor:

Contact#

Job Title:

Date of employment: From:

To:

Salary: Starting:

Ending:

Reason for leaving (be specific):

List the jobs you, duties performed, skills used/learned, advancements, or promotions while you worked at this company:

May we contact this employer:

Yes

No

Typing (wpm):

PC Software:

Other Skills:

Please list 3 work references other than relatives and previous employers

Name	Years Known	Company/Position	Telephone#
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Use the following space to add any additional information necessary to describe your full qualifications for the position for which you are applying, comments you'd like to add that weren't addressed in the application previously, and/or any other information regarding volunteer work and/or special accomplishments:

The Credit Union will contact and obtain information from all references, employers, educational institutions and otherwise verify the accuracy of the information contained in this application.

This application is current for only 60 days. At the conclusion of this time, if the Credit Union has not contacted you and you still wish to be considered for employment, it will be necessary to fill out a new application.

All Credit Union employees are employees at will. The Credit Union reserves the right to terminate with or without cause and without prior notice, and the employee reserves the same right to terminate his/her employment at any time, with or without cause and without prior notice, except as may be required by law.

The Credit Union is required by law to provide proof of identity and legal work authorization.

I represent and warrant that all of the information in this application is accurate and truthful.

I understand that if I am employed, and misrepresentation or material omission made by me on the application will be sufficient cause for immediate discharge from the employer's service whenever it is discovered.

I understand that NorState Federal Credit Union may obtain a consumer credit report solely for the purpose of employment as permitted by the Maine Fair Credit Report Act and authorize this action.

Signature of Applicant:

Date: