

# APPLICATION FOR EMPLOYMENT



First Financial Federal Credit Union is an Equal Opportunity Employer and follows a policy of promoting equal employment opportunity. First Financial Federal Credit Union does not discriminate on any legally prohibited basis in its employment practices or in the administration of its personnel actions on the basis of a person's race, creed, color, religion, gender, marital status, age, ancestry, national origin, physical or mental disability, veteran status, citizenship, sexual orientation, gender identity, or any other classification protected by state, federal, or local law or ordinance.

If you are not applying for a specific position, we will evaluate your application with respect to any vacancies we have, for which you may appear qualified, at the time of your application is submitted. We do not retain applications on file for future openings.

Applicants for all positions that are salary grade 11 and below are subject to a basic math and writing skills exercise. To be eligible for employment, applicants must receive a minimum score of 70%.

Individuals applying for positions that are above salary grade 11, or applicants holding professional certifications such as CPA, CIA, and CFP may be exempt from testing. All professional certifications, degree requirements and prior employment must be verified before hiring.

## PERSONAL

(PLEASE PRINT)	
Name (First, Middle, Last)	Cell Phone
Street Address	
City, State, Zip	Home Phone
E-mail Address	
Have you filed an application here before? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, give date _____	
Position desired _____ Pay expected \$ _____ Date available _____ Referral source _____	
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
Are you 18 years of age or older? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## EDUCATION

School	Name & Location	Course of Study	Credits Earned	Degree or Diploma
High School				
Undergraduate				
Graduate				
Other				

## EMPLOYMENT HISTORY

Please list all employment, starting with the most recent or present employer.	
Firm Name	Phone ( )
Job Title	Start date
Job Duties (If no resume is attached)	End date
Reason for leaving	Supervisor Name
Firm Name	Phone ( )
Job Title	Start date
Job Duties (If no resume is attached)	End date
Reason for leaving	Supervisor Name

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**EMPLOYMENT HISTORY**

Continued from other side.

Firm Name	Phone ( )
Job Title	Start date
Job Duties (If no resume is attached)	End date
Reason for leaving	Supervisor Name
Firm Name	Phone ( )
Job Title	Start date
Job Duties (If no resume is attached)	End date
Reason for leaving	Supervisor Name

List any special skills you have that may benefit the Credit Union if you are hired \_\_\_\_\_

Additional comments that you may feel pertinent \_\_\_\_\_

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.00.**

Applicant Signature \_\_\_\_\_

**PLEASE READ THE FOLLOWING BEFORE SIGNING**

If you have any questions regarding the notice, disclosures or statement, please ask a member of our staff before signing.

**NOTICE:**

All employees of First Financial Federal Credit Union, regardless of their classification or position, are employed on an "at-will" basis, and their employment is terminable at the will of the employee or First Financial Federal Credit Union at any time, with or without cause, and with or without notice. No officer, agent, representative or employee of First Financial Federal Credit Union has any authority to enter into agreement with any employee or applicant for employment on other than an "at-will" basis. Nothing contained in the policies, procedures, handbook, or any other document of First Financial Federal Credit Union shall in any way create an express or implied contract of employment or an employment relationship on other than an "at will" basis.

**STATEMENT:**

In the event of my employment with your company, I will comply with all rules and regulations set forth in your policy manual or other communications distributed to all employees. I understand that if I am hired by First Financial Federal Credit Union, I will be required to show proof of identity and eligibility to work in the U.S. Additionally, I authorize this company to supply my employment record, in whole or part, to any prospective employer, government agency, or other party with a legal and proper interest. If offered employment with First Financial Federal Credit Union, I understand that any employment is conditioned on a credit and background check. I authorize the credit union to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the credit union, without giving me prior notice of such disclosure. In addition, I release the credit union, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or relating to such investigation or disclosure.

I understand that the federal regulatory agency, the National Credit Union Administration, generally prohibits the employment by a credit union of any person with a criminal conviction for a crime involving dishonesty or breach of trust. I understand that any offer of employment I may receive is conditional upon my passing a criminal background check to determine my employability consistent with the NCUA regulations, and I agree to sign documents consenting to a criminal background check.

I certify that all statements made by me on this application are true and complete to the best of my knowledge, and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand and agree that any untrue statements or omission made by me in this application will be sufficient cause for discharge from your company.

**I hereby acknowledge that I have read the above notice, all disclosures and statements and understand same.**

Rev. 3/19

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_