

**APPLICATION FOR EMPLOYMENT**

**Virginia Beach Schools FCU  
3701 Bonney Road  
Virginia Beach, VA 23452  
757-463-3650**

*(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.**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

City & State: \_\_\_\_\_

How long at this address? \_\_\_\_\_

Previous 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:  
\_\_\_\_\_

Would you be willing to travel if the job requires it? \_\_\_\_\_

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
<b>Elementary</b>			5 6 7 8	Yes	
				No	
<b>High</b>			1 2 3 4	Yes	
				No	
<b>College</b>			1 2 3 4	Yes	
				No	
<b>Other (Specify)</b>			1 2 3 4	Yes	
				No	

What software applications are you familiar with (i.e., WordPerfect, MS Office, Lotus 1-2-3, Paradox)? \_\_\_\_\_

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>		<u>Work Performed</u>
<u>Address</u>		<u>From</u>	<u>To</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>		<u>Work Performed</u>
<u>Address</u>		<u>From</u>	<u>To</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>		<u>Work Performed</u>
<u>Address</u>		<u>From</u>	<u>To</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

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.

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

\_\_\_\_\_

\_\_\_\_\_



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

As a condition of employment, Virginia Beach Schools 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 may be 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 \_\_\_\_\_, on behalf of Virginia Beach Schools 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