



**Application  
for  
Employment**

**Your application cannot be processed and you cannot be considered for employment unless this application for employment is filled out completely, and includes your signature on the last page.**

**After you have completed this form you may submit your application using the following methods:**

- 1. You may fax your application via secure fax to 678-322-2136 or**
- 2. Bring by any Credit Union of Georgia branch location and ask the representative to send interoffice to the HR Department or**
- 3. You may mail your application to:**

**Credit Union of Georgia  
Att. Human Resources Department  
3048 Eagle Drive  
Woodstock, Georgia 30189**

**Applicant Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_**



Credit Union of Georgia is AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION FORM.

Credit Union of Georgia is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reasons of race, color, religion, sex, national origin, age, Veteran/Reserve, National Guard status, disability, or marital status. No question in this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. CU of GA, at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is found to be acceptable by a surety company selected solely by Credit Union of Georgia, we will be unable to offer employment. Paper Applications for Employment are also available to be picked up and dropped off at any of our branch locations.

Section 1: Personal Information

Name:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Mobile: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ - \_\_\_\_\_

How long have you lived at your current address: From \_\_\_\_\_ to \_\_\_\_\_

Email Address \_\_\_\_\_ @ \_\_\_\_\_

Previous Address if less than five years at present address:
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How long did you live at this address? From \_\_\_\_\_ to \_\_\_\_\_

What type of job are you looking for?

- Administrative Assistant, Teller, Member Services, Tech Services, Collections, Marketing / Business Development, Human Resources / Training, Accounting, Other:

Are you legally eligible to work in the USA? Yes No

What type of schedule are you looking for? Full Time or Part Time

What is your earliest available start date if you are hired? \_\_\_/\_\_\_/\_\_\_

Salary Requirements:

What are you expecting to earn? \$\_\_\_\_\_ per hour, \$\_\_\_\_\_ per month, \$\_\_\_\_\_ per year

Were you referred to us by a current Credit Union of Georgia employee?  **Yes**  **No**  
 If you answered yes, Please tell us who so we can thank them for the referral.

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**Criminal History:** Have you ever been convicted of, or pleaded no contest to, a criminal offense, specifically involving dishonesty or breach of trust including and not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? *Checking "YES" does not disqualify you from possible employment.*

- Yes**
- No**

If you did answer yes, state the dates, places, courts where offense occurred and the judgment given:

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**Section 2: Employment History**

Have you ever been employed with Credit Union of Georgia, or MACO Educators FCU before?  **Yes When?** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 **No**

Have you ever applied at Credit Union of Georgia before?  **Yes When?** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 **No**

Have you ever been discharged or requested to resign from a position?  **Yes Why?** \_\_\_\_\_  
 **No**

**Previous Employment - Please provide your employment history for at least the last 5 years**

**Position No. 1 (most recent or current job)**

**Company Name:** \_\_\_\_\_ Phone Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ What type of business was it? \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

What were your dates of employment? \_\_\_\_\_ What type of work did you do there? \_\_\_\_\_  
 From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What was your title / position when you worked there? \_\_\_\_\_ What was your rate of pay there?  
 Start \$ \_\_\_\_\_ per \_\_\_\_\_  
 Finish \$ \_\_\_\_\_ per \_\_\_\_\_

Why did you leave this employer? \_\_\_\_\_

Who was your immediate supervisor there? \_\_\_\_\_ What was their title and position? \_\_\_\_\_

If we were to call your supervisor at this employer, what would they tell us about you?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Company Name:**

\_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

What were your dates of employment?

From \_\_\_ / \_\_\_ / \_\_\_\_\_ To \_\_\_ / \_\_\_ / \_\_\_\_\_

What was your title / position when you worked there?

\_\_\_\_\_

Why did you leave this employer?

\_\_\_\_\_

Who was your immediate supervisor there?

\_\_\_\_\_

Phone Number

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What type of business was it?

\_\_\_\_\_

What type of work did you do there?

\_\_\_\_\_

What was your rate of pay there?

Start \$ \_\_\_\_\_ per \_\_\_\_\_

Finish \$ \_\_\_\_\_ per \_\_\_\_\_

What was their title and position?

\_\_\_\_\_

**Position No. 3**

**Company Name:**

\_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

What were your dates of employment?

From \_\_\_ / \_\_\_ / \_\_\_\_\_ To \_\_\_ / \_\_\_ / \_\_\_\_\_

What was your title / position when you worked there?

\_\_\_\_\_

Why did you leave this employer?

\_\_\_\_\_

Who was your immediate supervisor there?

\_\_\_\_\_

Phone Number

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What type of business was it?

\_\_\_\_\_

What type of work did you do there?

\_\_\_\_\_

What was your rate of pay there?

Start \$ \_\_\_\_\_ per \_\_\_\_\_

Finish \$ \_\_\_\_\_ per \_\_\_\_\_

What was their title and position?

\_\_\_\_\_

**Additional Job History**

**List any additional positions here**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3 Personal References**

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

Phone: \_\_\_\_\_ email address \_\_\_\_\_ @ \_\_\_\_\_ Years Known \_\_\_\_\_

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

Phone: \_\_\_\_\_ email address \_\_\_\_\_ @ \_\_\_\_\_ Years Known \_\_\_\_\_

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

Phone: \_\_\_\_\_ email address \_\_\_\_\_ @ \_\_\_\_\_ Years Known \_\_\_\_\_

**Section 4 Additional Information**

May we contact your present employer?  **Yes**  
 **No**

Did you work for this employer under a different name?  **Yes What?** \_\_\_\_\_  
 **No**

**Tell us about your Educational Background**

**High School** \_\_\_\_\_ Years Completed \_\_\_\_\_

Did you Graduate?  **Yes Diploma / Degree** \_\_\_\_\_  
 **No**

**College or Vocational School** \_\_\_\_\_ Years Completed \_\_\_\_\_

Did you Graduate?  **Yes Diploma / Degree** \_\_\_\_\_  
 **No**

**College or Vocational School** \_\_\_\_\_ Years Completed \_\_\_\_\_

Did you Graduate?  **Yes Diploma / Degree** \_\_\_\_\_  
 **No**

**Other Training Completed** \_\_\_\_\_ Years Completed \_\_\_\_\_

Area of Study? **Diploma / Degree / Certificate** \_\_\_\_\_

List any special skills or abilities relevant to this job \_\_\_\_\_

**ACTIVITIES** (Only activities you consider relevant to your ability to perform this job should be listed; exclude organizations, the names or character of which indicates the race, creed, color, religion or national origin of its members.) List only those activities, such as civic, athletic, fraternal, etc., that you consider relevant to this job. \_\_\_\_\_

Have you ever served in the armed forces?  **Yes Which Branch(es)** \_\_\_\_\_  
 **No**  
*What were the dates of service From* \_\_\_\_\_ / \_\_\_\_\_ *To* \_\_\_\_\_ / \_\_\_\_\_



## Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with Credit Union of Georgia is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Credit Union of Georgia.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Credit Union of Georgia.

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

\_\_\_\_\_  
Date

### ACKNOWLEDGEMENTS AND AGREEMENTS

All Applicants – Please read the following and address questions to the Human Resources Department before signing below:

In processing this employment application, Credit Union of Georgia may request that an investigation consumer report be prepared, which may contain information as to your character, general reputation and credit background. You have the right to request that Credit Union of Georgia completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to Credit Union of Georgia, Human Resources Department, within a reasonable amount of time after you complete this application.

#### **APPLICANTS STATEMENT:**

***I authorize all personnel, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any and all information pertinent to my employment and release same from any liability resulting from providing such information. Credit Union of Georgia has my permission to make said inquiries and I release Credit Union of Georgia from any liability in making said requests or relying on the information received.***

***I understand that satisfactory reports are a condition of employment with Credit Union of Georgia. I further understand that my employment with Credit Union of Georgia may be terminated if management determines that said reports are unsatisfactory.***

**APPLICANTS SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_