



## Employment Application

Achieva Credit Union is an Equal Opportunity Employer, and a Drug-Free Smoke-Free Workplace.

Phone (727) 431-7680

Fax (727) 431-7359

www.AchievaCU.com

### Personal Data

Last Name	First Name	Middle Initial	Today's Date
Street Address			
City	State	ZIP	
(    )    -	(    )    -	-    -	
Home Phone	Work Phone	Social Security Number	

How else may we reach you? ☐ Cellular \_\_\_\_\_ ☐ E-mail address \_\_\_\_\_

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(Upon hire you must show proof of identity and employment eligibility)

Have you ever been convicted of a felony? ☐ Yes ☐ No  
If yes, please explain (Your response will not necessarily disqualify you): \_\_\_\_\_

Have you worked here before? ☐ Yes ☐ No If yes, give date(s) and department(s) \_\_\_\_\_

Names of relatives working for us: \_\_\_\_\_ How did you hear about the job? \_\_\_\_\_

Date available? \_\_\_\_\_ Hourly Rate Seeking: \$ \_\_\_\_\_

Position applying for: \_\_\_\_\_ ☐ Full-time ☐ Part-time ☐ Temporary

If part-time, what days and hours are you available to work? \_\_\_\_\_

Are you available to work overtime if required? ☐ Yes ☐ No Are you available to work Saturdays? ☐ Yes ☐ No

### Education

	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Employment**

Please include all periods of full-time and part-time employment and unemployment.  
**Begin with your most recent employment.** Attach additional sheets if necessary.

From Mo./Yr. / /	To Mo./Yr. / /	Name of Company or Business	Telephone number ( ) -
Address/City/State/ZIP			Your Job Title
Describe your major job duties			Salary
Name of Supervisor			Reason for leaving

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Have you ever been discharged or forced to resign? ☐ Yes ☐ No If yes, please explain:

May we contact your present employer? ☐ Yes ☐ No

**Professional References**

Name	Telephone	Occupation
Name	Telephone	Occupation

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the information contained in this application is correct to the best of my knowledge and I understand that falsification of this information whenever discovered is grounds for refusal to hire, or if hired, dismissal.

I authorize the persons and organizations referenced in this application to give you any and all information concerning my previous employment, education or any information they may have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you.

I authorize you to request and receive such information.

I further authorize that Achieva can perform any background checks including my personal history and financial and credit history through any investigative or credit agencies or bureaus.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I further understand and acknowledge that any offer or continuance of employment is contingent upon favorable results of a pre-employment drug screen.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## **AUTHORIZATION TO OBTAIN A CONSUMER CREDIT REPORT**

Please sign below to authorize Achieva Credit Union to obtain a consumer credit report. The information obtained is limited to determining your eligibility for employment with us. We thank you for sharing this information with us. Achieva Credit Union is an Equal Opportunity Employer.

I understand that Achieva Credit Union can obtain a consumer credit report for employment purposes.

I authorize Achieva Credit Union to obtain this report.

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Applicant Signature

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Date