



APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Position applying for: _____

Would you accept temporary assignment? [] Yes [] No

PERSONAL

Name (First, Middle Initial, Last) _____ Social Security Number _____

Street Address _____ Telephone _____

(City) (State) (Zip Code)

Are you 18 years of age or older? [] Yes [] No

MISCELLANEOUS

Do you have any relatives already employed by Ball State Federal Credit Union? [] Yes [] No
If yes, list their name(s) and relationship(s):

Name Relationship
Name Relationship
Name Relationship

Have you ever been employed by Ball State Federal Credit Union Before? [] Yes [] No
If yes, please complete:

Last Job Title Department
Reason for Leaving Last Year Employed

Have you ever been convicted of a felony? [] Yes [] No
(Conviction of a felony does not necessarily disqualify you from employment)
If yes, please explain:

If you are now employed, why do you want to change your position?

If you are now employed, may we contact your present employer? Yes No

EDUCATION

Please circle the last year of school completed:

Grade, Trade or High School Technical, Business, Vocational or College Graduate School
1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Please provide details:

High School _____ Diploma or GED? Yes No
*Trade or Vocational School _____ Degree? Yes No
Area of Study _____ If yes, list degree _____
*College _____ Degree? Yes No
Area of Study _____ If yes, list degree _____
*Other _____ Degree? Yes No
Area of Study _____ If yes, list degree _____

*Transcript or other degree verification may be required before consideration may be given.

Describe any additional academic achievements or job related extracurricular activities:

REFERENCES

Please list persons who know of your qualifications and will provide references (*Do not list relatives*)

Name _____ Business Name _____
City _____ State _____ Zip _____ Occupation _____
Phone _____

Name _____ Business Name _____
City _____ State _____ Zip _____ Occupation _____
Phone _____

Name _____ Business Name _____
City _____ State _____ Zip _____ Occupation _____
Phone _____

EMPLOYMENT HISTORY

Instructions: List former employers starting with your most recent or current employer. If you have had more than three employers, you are encouraged to attach a resume detailing any previous employment you wish us to consider.

MOST RECENT EMPLOYER

Name of Employer _____ Phone _____
Starting Job Title _____ Present/Last Title _____
Street Address _____ City _____ State _____ ZIP _____
Starting Salary \$ _____ per _____ Present/Last Salary \$ _____ per _____
Supervisor's Name _____ Full Time Part Time Temporary
Describe your duties/responsibilities _____

If you worked under a different name for this employer, indicate that name here _____

Dates employed (Month/Year) From _____ To _____

Reason for Leaving _____

PREVIOUS EMPLOYER

Name of Employer _____ Phone _____
Starting Job Title _____ Present/Last Title _____
Street Address _____ City _____ State _____ ZIP _____
Starting Salary \$ _____ per _____ Present/Last Salary \$ _____ per _____
Supervisor's Name _____ Full Time Part Time Temporary
Describe your duties/responsibilities _____

If you worked under a different name for this employer, indicate that name here _____

Dates employed (Month/Year) From _____ To _____

Reason for Leaving _____

PREVIOUS EMPLOYER

Name of Employer _____ Phone _____
Starting Job Title _____ Present/Last Title _____
Street Address _____ City _____ State _____ ZIP _____
Starting Salary \$ _____ per _____ Present/Last Salary \$ _____ per _____
Supervisor's Name _____ Full Time Part Time Temporary
Describe your duties/responsibilities _____

If you worked under a different name for this employer, indicate that name here _____

Dates employed (Month/Year) From _____ To _____

Reason for Leaving _____

SIGNATURE

AGREEMENT

I hereby certify that the facts in this employment application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application may result in my immediate dismissal.

I acknowledge that references and employer(s) listed on this application may be contacted for relevant information. If there is a particular employer(s) you do not wish us to contact, please indicate which one(s).

In consideration of employment, I agree to conform to the policies and procedures of Ball State Federal Credit Union. I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Ball State Federal Credit Union or myself. I understand that no employee of Ball State Federal Credit Union, other than the President or Vice President of Human Resources and Marketing, have any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Signature _____

Date _____

Ball State Federal Credit Union provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Ball State Federal Credit Union complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.