

Internal Use Only

Emp Int _____ Date _____

Rev. 2-19-2016



APPLICATION FOR EMPLOYMENT

Raritan Bay Federal Credit Union is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, creed, gender, sexual orientation, national origin, citizenship, age, disability, marital or veteran status, or any other legally protected status. We assure you that your opportunity for employment with RBFCU depends solely on your qualifications.

(PLEASE PRINT)

PLEASE COMPLETE PAGES 1-3

POSITION(S) APPLIED FOR _____ DATE OF APPLICATION _____

Name _____
Last First Middle Maiden

Present address _____
Street Address City State Zip Code

Number of years at current address _____ Social Security Number _____ - _____ - _____

Telephone Number(s) Day () _____ - _____ Evening () _____ - _____

If under 18, can you provide required proof of your eligibility to work? Yes No

Days/hours available to work: No preference _____

Mon _____ Tues _____ Wed _____

Thurs _____ Fri _____ Sat _____

Employment desired Full-Time Part-Time Full or Part-Time

Date available for work _____ / _____ / _____ What is your desired salary range? _____

Have you ever been convicted of a crime? Yes No

Have you entered into a diversion program for a criminal offense? Yes No

If yes, explain number of convictions, nature of offense(s) leading to convictions(s), how recently such offense(s) was/were committed, sentence(s) imposed, type(s) of rehabilitation and diversion agreements. _____

Have you ever filed an application at RBFCU before? If yes, please give date _____

Have you ever been employed with RBFCU before? If yes, please give date _____

Are any of your friends or relatives employed by RBFCU? If yes, state name and relationship _____

Are you currently employed? Yes No May we contact your current employer? Yes No

EDUCATION

Type of School	Name and Address of School	Course of Study	No. of Years Completed	Major and Degree
High School				
Undergraduate/College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Please list your work experience beginning with your current or most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number:			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number:			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Telephone Number:			
Starting/Present Job Title:	Hourly Rate/Salary		
Supervisor:	Starting	Final	
Reason for Leaving:			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No

Personal/Professional References (Do not include family members or past supervisors)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Additional Information

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Raritan Bay Federal Credit Union, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Raritan Bay Federal Credit Union, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Raritan Bay Federal Credit Union may end the employment relationship at any time, without specified notice or reason. If employed, I understand that Raritan Bay Federal Credit Union may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release Raritan Bay Federal Credit Union from any liability as a result of such contract.

In connection to your application for employment, Raritan Bay Federal Credit Union, as your prospective employer, may obtain a consumer credit report and/or background check. This disclosure is given to you in compliance with the Federal Fair Credit Reporting Act and applicable state law.

I further understand that my employment with Raritan Bay Federal Credit Union shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with Raritan Bay Federal Credit Union is terminable at will for any reason by either party.

Signature of applicant _____ **Date** _____

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Thank you for completing this application form and for your interest in our business.