



APPLICATION FOR EMPLOYMENT

You may attach a resume, but that does not take the place of this application completed in full.
AUCU is an Equal Opportunity Employer

Personal Information

Name _____ Position applying for _____

Other names previously used _____ Driver's License # _____ State _____

Email _____ Phone _____

Address _____
City _____ State _____ Zip _____

Type of employment desired? _____ Specific days/hours you are available _____

Minimum acceptable salary _____ per _____ When can you begin work? _____

Have you ever been associated with AU in any employment capacity? _____ If yes, when and dept _____

Are you a relative of anyone working for AU? _____ If yes, name and relationship _____

Have you ever been convicted of a crime (felony or misdemeanor) involving moral turpitude other than a routine traffic citation?

If yes, date _____ Type of offence _____

Name and address of court _____

Have you ever been forced to resign from from employment? _____ If yes, Reason and name of employer _____

U.S. Military

Dates of service _____ to _____ Type of service _____

Type of discharge _____ Are you a Vietnam-era Veteran? _____

Are you a member of the Reserve National Guard? _____ Service schools _____

Employment

Employer _____ Supervisor name and title _____

Street address _____ May we contact? _____

From (month/year) _____ To (month/year) _____ Job title _____

Was this: _____ If part-time or temp, average number of hours per week _____ Rate of pay \$ _____ per _____

Duties _____ Reason for leaving _____

Employer _____ Supervisor name and title _____

Street address _____ May we contact? _____

From (month/year) _____ To (month/year) _____ Job title _____

Was this: _____ If part-time or temp, average number of hours per week _____ Rate of pay \$ _____ per _____

Duties _____ Reason for leaving _____

Employment, cont'd _____

Employer _____ Supervisor name and title _____

Street address _____ May we contact? _____

From (month/year) _____ To (month/year) _____ Job title _____

Was this: _____ If part-time or temp, average number of hours per week _____ Rate of pay \$ _____ per _____

Duties _____ Reason for leaving _____

Please explain all gaps in employment _____

Education _____

School	Name	City	State	Dates Attended	Did you Graduate?	Diploma or Degree Rec'd	Courses or Major
High School							
Vocational / Tech School							
College or University							
College or University							
Other							

Licenses and Special Skills _____

Do you type? (WPM) _____ Do you take shorthand (WPM) or use dictating equipment? _____

Do you operate word processing equipment? If yes, What type? _____

Do you operate a personal computer? If yes, what type? _____

List other job related skills you have _____

- I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages.
- I further understand that the credit union has the right to terminate my employment at any time with or without notice.
- I understand that the Credit Union reserves the right to require me to submit to a medical examination, including a drug/alcohol test, prior to employment and at any time during my employment, to the extent permitted by law.
- I understand that the Credit Union will investigate my credit record and that I may be terminated or I may not be hired for poor credit. I further understand that the Credit Union may investigate my driving record and my criminal record if any and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends and to others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Credit Union may contact my previous employers, and I authorize those employers to disclose to the Credit Union all records pertinent to my employment with them.
- I hereby state that all of the information that I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be dismissed.
- I understand that the application will be given every consideration, and that I may not be hired.
- Your application will remain active for six months from the date you signed above. Please write or visit the AU Credit Union to update your application before the end of six months, if at that time you are still interested in employment with the Auburn University Credit Union.

MY SIGNATURE CERTIFES THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE AND I UNDERSTAND THE TERMS LISTED ABOVE.

Please save and email this application and your resume to: careers@myAUCU.org