



# APPLICATION FOR EMPLOYMENT

Community First Guam Federal Credit Union is an Equal Employment Opportunity organization. We do not discriminate on the basis of age, sex, race or color, national origin, religion or disability, or other protected classifications. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Administrator of Community First Guam Federal Credit Union.

## APPLICANT INFORMATION:

### POSITION (S) APPLIED FOR:

LAST NAME FIRST NAME MIDDLE

MAILING ADDRESS CITY STATE ZIP CODE

TELEPHONE NUMBER (S) (H) (Cell) (Other) SOCIAL SECURITY NUMBER (Voluntary)

DATE AVAILABLE FOR WORK: WHAT IS YOUR DESIRED SALARY RANGE? SHIFT PREFERRED: Full-time Part-time Temporary

## EMPLOYMENT HISTORY:

EMPLOYER: FROM: (Month/Year) TO: (Month/Year) TELEPHONE:

STREET ADDRESS: CITY STATE ZIP CODE

POSITION TITLE: IMMEDIATE SUPERVISOR/TITLE:

COMPENSATION: Hourly Salary Start: \$ Final: \$ May we contact for reference: Yes No

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:

REASON FOR LEAVING:

EMPLOYER: FROM: (Month/Year) TO: (Month/Year) TELEPHONE:

STREET ADDRESS: CITY STATE ZIP CODE

POSITION TITLE: IMMEDIATE SUPERVISOR/TITLE:

COMPENSATION: Hourly Salary Start: \$ Final: \$ May we contact for reference: Yes No

SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:

REASON FOR LEAVING:



EMPLOYER:	FROM: (Month/Year)	TO: (Month/Year)	TELEPHONE:
STREET ADDRESS:		CITY	STATE ZIP CODE
POSITION TITLE:		IMMEDIATE SUPERVISOR/TITLE:	
COMPENSATION: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary    Start: \$ _____ Final: \$ _____		May we contact for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:			

REASON FOR LEAVING:

EMPLOYER:	FROM: (Month/Year)	TO: (Month/Year)	TELEPHONE:
STREET ADDRESS:		CITY	STATE ZIP CODE
POSITION TITLE:		IMMEDIATE SUPERVISOR/TITLE:	
COMPENSATION: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary    Start: \$ _____ Final: \$ _____		May we contact for reference: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES:			
REASON FOR LEAVING:			

**SKILLS AND QUALIFICATIONS:**

COMPUTER SOFTWARE SKILLS:     Word     Excel     Power Point     MS Office     Internet  
 Other(s): \_\_\_\_\_

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

**EDUCATION HISTORY:**

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED Years Completed	DIPLOMA/DEGREE
HIGH SCHOOL:			
COLLEGE/UNIVERSITY:			
COLLEGE /UNIVERSITY:			
OTHER TRAINING/EDUCATION:			

REFERENCES:				
NAME	TITLE	RELATIONSHIP TO APPLICANT	TELEPHONE NUMBER	NUMBER OF YEARS KNOWN

**GENERAL INFORMATION:**

Are you over 18 years old?       YES     NO

If you are under 18, can you furnish a work permit if it is required?       YES     NO

Are you authorized to work in the U.S. on an unrestricted basis?       YES     NO

Can you submit proof of legal employment authorization and identity:       YES     NO

Have you worked here before?       YES     NO

How did you learn of this opening? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required:       YES     NO

Have you ever been bonded?       YES     NO

Have you ever been convicted of a felony (crime)?       YES     NO

Crime conviction will not necessarily disqualify an applicant for employment, will not automatically bar employment, but can be considered in relation to job requirements. If yes, describe conditions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver's License:    Class: \_\_\_\_\_ State Issued: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AGREEMENT:**

I certify that all information I have provided in order to apply for and secure work with Community First Guam Federal Credit Union is true, complete and correct.

I expressly authorize, without reservation, Community First Guam Federal Credit Union, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this employment application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that the Community First Guam Federal Credit Union does not unlawfully discriminate in employment and no question on this employment application is used for the purpose of limiting or excusing my application from consideration for employment on a basis prohibited by applicable local, state or federal law.



I understand that this employment application remains current for one (1) year. At the conclusion of that time, if I have not heard from Community First Guam Federal Credit Union and still wish to be considered for employment, it will be necessary to reapply and fill out a new employment application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This employment application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the Community First Guam Federal Credit Union is authorized to make any assurances to the contrary and that no implied oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by Community First Guam Federal Credit Union President/Chief Executive Officer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CERTIFICATION AND AGREEMENT:**

I certify that I have read and fully understand and accept all terms and condition of above certification and agreement.

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

\_\_\_\_\_  
Date

**NOTE TO APPLICANT:** This application for employment will be considered active for a period of time not to exceed **one (1) year**. 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.