



Banking with a Homefield Advantage.

Application for Employment
Homefield Credit Union is an Equal Opportunity Employer

Qualified applicants for employment are considered without regard to race, color, age, gender, gender identity and expression, sexual orientation, religion, national origin or ancestry, disability, pregnancy, childbirth or a related condition, genetic information, active military or veteran's status, membership in the uniformed services, or any other status protected by federal, state or local laws.

Date: \_\_\_\_\_

First Name Middle Initial Last Name

Street Address City State Zip Code

Preferred Contact Telephone Number Alternate Number E-mail Address

Referred by: [ ] HCU Employee [ ] Advertisement [ ] Walk-In [ ] HCU Website [ ] Friend/Relative [ ] Other \_\_\_\_\_

Position Applying for: \_\_\_\_\_ [ ] Full-time [ ] Part-time

Date available for work \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Apart from religious observances, are you able to work at any time during the following:

- [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday (until 6:30pm) [ ] Friday [ ] Saturday morning

Describe scheduling limitations (class schedules, etc): \_\_\_\_\_

Are you legally authorized to work in the United States? [ ] Yes [ ] No (According to Federal Law, work authorization documentation will be required upon employment)

Have you been employed here previously? [ ] Yes [ ] No If so, when? \_\_\_\_\_

Do you currently have a relative employed by Homefield CU? [ ] Yes [ ] No

If employed and you are under 18, can you furnish a work permit? [ ] Yes [ ] No [ ] Not Applicable

Are you employed now? [ ] Yes [ ] No May we contact your present employer? [ ] Yes [ ] No

Educational Background

- [ ] High School Graduate or GED
[ ] Some College/No degree awarded Number of Years Completed: \_\_\_\_\_
[ ] Associate's Degree [ ] Bachelor's Degree Name of College \_\_\_\_\_
[ ] Advanced Graduate Degree Name of College \_\_\_\_\_

Describe specialized licenses, certifications, qualifications, training, field of study, extra-curricular activities, etc:

\_\_\_\_\_

Describe skills and aptitudes you feel help qualify you for a position at Homefield CU.

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**Professional References (not relatives)**

Name: \_\_\_\_\_ Name: \_\_\_\_\_  
Company: \_\_\_\_\_ Company: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

**Employment Experience**

List all of your places of employment, beginning with the most recent. You may include voluntary work. Please account for any time period between positions when you were not working. The Credit Union may contact any of these persons or entities to obtain an employment reference.

**Current/ Most Recent Employer** May we contact this employer for a reference?  Yes  No

**Company** \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_  
Other Positions Held \_\_\_\_\_  
Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Supervisor or Reference: \_\_\_\_\_ Phone # if different \_\_\_\_\_

**Previous Employers**

**Company** \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_  
Other Positions Held \_\_\_\_\_  
Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Supervisor or Reference: \_\_\_\_\_ Phone # if different \_\_\_\_\_

**Company** \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_  
Other Positions Held \_\_\_\_\_  
Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Supervisor or Reference: \_\_\_\_\_ Phone # if different \_\_\_\_\_

**Company** \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Position Title \_\_\_\_\_  
Other Positions Held \_\_\_\_\_  
Employed FROM \_\_\_\_\_ TO \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Supervisor or Reference: \_\_\_\_\_ Phone # if different \_\_\_\_\_

**Certification, Disclosures & Signature – Please read carefully before signing.**

I certify and affirm that the information provided in connection with the application process, including the information provided on this application for employment (“application”) and any resume submitted is true, accurate, and complete, and that I have not withheld any information that would, if disclosed, affect this application unfavorably. I understand that any omission, misrepresentation, or falsification in connection with this application process may be grounds for denial of employment or, if I am hired, immediate termination of my employment regardless of when or how discovered. I understand that failure to fully complete this application for employment may result in my disqualification from eligibility for employment. I understand that completion of this application does not assure me of a position with the Credit Union.

I authorize Homefield CU to obtain consumer and investigative reports on me for purposes of this employment application and, should I become employed with Homefield CU, at any time during my employment. These reports may include information about my credit history and standing, past and present employment, education, and all data provided by me on this application, in related papers and in interviews. I release from all liability, all persons, companies, and educational institutions supplying such information.

If I am denied employment or suffer any adverse employment action because of information contained in an investigative consumer report, I may request, or, Homefield CU will advise me of the adverse action and supply me with a copy of the report and summary of my rights from the consumer reporting agency and FCRA.

I understand that neither this application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be “at-will.” Any employment relationship I may have with the Credit Union may be terminated at any time, with or without notice, for any reason or no reason, by me or the Credit Union. I understand that no representative of the Credit Union, other than the President, has the authority to enter into any agreement for employment with me contrary to the foregoing. I further understand that if I am hired by the Credit Union, I must abide by all rules and policies of the Credit Union which, other than the “at-will” employment policy, may be changed without notice at the sole discretion of the Credit Union.

I further understand that this written statement supersedes any and all oral representations made by agents or representatives of Homefield CU. Applications are considered active for three months.

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Signature of Applicant

Print Name

Date

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86 Worcester Street, North Grafton, MA 01536 [www.homefieldcu.com](http://www.homefieldcu.com) 508-839-5493