



United States
SENATE
Federal Credit Union

Employment Application

Thank you for your interest in the United States Senate Federal Credit Union. Employment is based on qualifications and suitability for the position. Applicants are not discriminated against on the basis of race, creed, color, religion, sex, national origin, age, ancestry, marital or veteran status, medical condition or handicap. Please fill in the following application thoroughly. An incomplete Employment Application may not be considered.

Tell Us About Yourself (Please Print)		
Full Name	Social Security Number	Date
Present Address		
City/State/Zip		
Home Phone ()	Daytime Phone ()	
Former Address		
City/State/Zip		
Position Desired	Rate of Pay Desired \$ per	Date Available/Notice Required
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you previously employed at the United States Senate Federal Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Would you consider part-time or temporary employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have any relatives currently employed at the United States Senate Federal Credit Union? If yes, who? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to travel within the Washington, DC, metropolitan area? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at any time discharged or asked to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you eligible for bonding (cash handling insurance)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at any time denied bonding? If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Were you at any time convicted by Federal, State or other law enforcement authorities for any violation of Federal law, State law, County or Municipal law, regulation or ordinance? (Do not include offenses committed before your 21st birthday or traffic violations for which a fine of \$100.00 or less was imposed.) If yes, please explain. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Who made you aware of this position?		

Skills Experience (Please check all that apply)		
<input type="checkbox"/> Cash Handling	<input type="checkbox"/> Microsoft Office	<input type="checkbox"/> Spreadsheet _____
<input type="checkbox"/> Internet	<input type="checkbox"/> Word Processing _____	<input type="checkbox"/> HTML _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

please continue

Time Lapses

Please account for all lapses between jobs, school, etc.

From	To	Explain
From	To	Explain

Professional References (Relatives Not Eligible)

Name	Title	
Employer	Business Phone ()	Home Phone ()
Address	Professional Relationship to You	
Name	Title	
Employer	Business Phone ()	Home Phone ()

Please Review The Following Section Carefully Before Signing Below

You certify that all data is correct and you understand that any misrepresentation or omission on this application will be sufficient cause for cancellation of the application or discharge from the United States Senate Federal Credit Union's service if you have been employed.

You also authorize the companies, schools or persons named in this application to give any information regarding your employment, character, ability or experience together with any information each may have regarding you, whether or not it is in available records. You hereby release said companies, school or persons from all liability for damage from issuing this information.

In the event you are offered employment by the United States Senate Federal Credit Union, you understand: a) that you are employed at the will of the Credit Union for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice; b) this application is not, nor intended to be, a contract of employment; and c) your daily working hours may vary according to the volume of work handled.

You hereby acknowledge you have read and understand the above statement.

Signature

Date

Please return your completed application to:
United States Senate Federal Credit Union
Human Resources Department
National Capitol Station
P.O. Box 77920
Washington, DC 20013-8920

Please use this area if you need more space.

Applicant Data Record

Name: _____

Position Applying For: _____

Date: _____

The United States Senate Federal Credit Union (USSFCU) is an **Equal Opportunity Employer**. USSFCU does not discriminate on the basis of race, religion, color, sex, age, non-disqualifying physical or mental disability, national origin, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

USSFCU is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, USSFCU invites applicants to **voluntarily** self-identify their race or ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Check one: **Male** **Female**

Check **one** of the following:

Race/Ethnic Group:

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) - A person who identifies with more than one of the above five races.

I choose not to self-identify

Personal and Confidential

This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records.



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In processing your employment application, the United States Senate Federal Credit Union may request an investigative consumer report be prepared, which may include information as to your character, experience, police, and credit records. This consumer report may be used in whole or in part in the hiring decision. You have the right to request the United States Senate Federal Credit Union disclose to you the nature and scope of the investigation. Such a request must be made in writing to the Human Resources Department within a reasonable time frame after you complete this application.

By signing below, you acknowledge you have read and understand the above statement, and authorize the United States Senate Federal Credit Union to obtain an investigative consumer report.

Signature

Date