



13241 SW 136<sup>th</sup> Street Miami, FL 33186

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# APPLICATION FOR EMPLOYMENT

University Credit Union is an Equal Opportunity, Equal Access Employer and a Drug Free Workplace

## Personal information

Name (last, first, middle):	Date:	
Other Name Employed Under:		
Social Security number:		
Home address:		
City:	State:	Zip:
Home phone:	Business phone:	
Previous Address (if at current address less than 5 years)		
Home address:		
City:	State:	Zip:
Can you prove your U.S. citizenship?	Yes _____	No _____
If not a U.S. citizen, give your visa number and expiration date:		

## Position you are applying for

Title:	Salary requirement:
Full-time ___ Part-time ___ Regular ___ Temporary ___	Date you can start:
Referred by:	

## Education record

High school (name, city, state):	
Graduation date:	
Business or technical school:	
Dates attended:	Degree earned:
Undergraduate college (name, city, state):	
Dates attended:	Degree, major:
Graduate school (name, city, state):	
Dates attended:	Degree, subject:

(Please turn to the next page.)

**Work history (give information about your last 3 jobs, starting with the most recent)**

Employer:	Dates employed:	
Address:	Position held:	
City:	State:	Zip:
Telephone:	Ending salary:	
Last manager's name and title:		
Reason for leaving:		

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City:	State:	Zip:
Telephone:	Ending salary:	
Last manager's name and title:		
Reason for leaving:		

**Business references (if applying for your first job, your may give academic references)**

Name:		
Work phone:	Home phone:	
Address:		
City:	State:	Zip:

Name:		
Work phone:	Home phone:	
Address:		
City:	State:	Zip:

Have you ever been convicted of other than minor traffic violations? \_\_\_ No \_\_\_ Yes Explain \_\_\_\_\_  
\_\_\_\_\_. A conviction will not in itself be a barrier to employment. Convictions will be judged on seriousness and circumstances relative to the position for which you have applied.

Have you ever had an application for bond coverage modified, revoked or declined? \_\_\_ No \_\_\_ Yes Explain \_\_\_\_\_  
\_\_\_\_\_.

## Drug Free Work Place

University Credit Union is a Drug Free Work Place, in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988.

As a part of our employment procedures, an applicant is required to undergo a post-offer, pre-employment drug/alcohol screening that is conducted at a facility designated by University Credit Union. As a condition of continued employment, employees may also be required to undergo periodic drug/alcohol screening, at times specified by University Credit Union.

## Military

Branch of Service:

Date of Entry - Active Duty:

Date of Discharge - Active Duty:

Final Rank:

Military Specialty:

Reserve Status: Active \_\_ Inactive \_\_

## Please read and sign

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification of this information or material omission is grounds for dismissal. I certify that I am not disabled in any way which would prevent me from steadily performing all of the work of the job applied for in this application nor have I been injured in performing this or similar work unless it is disclosed in the medical section above. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability and for any damage that may result from furnishing same to you. I further understand that University Credit Union reserves the right to require a medical examination including but not limited to any drug or alcohol screening test of an applicant or any employee either prior to employment or anytime during employment to the extent permitted by law.

Should I be employed, I understand that such employment will be on a probationary period of 91 days from the date of hire and that University Credit Union operates under the Employment-At-Will concept in hiring and terminating University Credit Union employees. I further understand that my employment and completion of the probationary period will not result in an employment contract specifically obligating either the credit union or the employee for a definite term of employment, and that no manager or representative of University Credit Union other than the President/CEO (by written agreement only) has any authority to enter into any agreement of employment for any specified period of time or to make any agreement contrary to this statement. The employment is considered indefinite and terminable at the will of University Credit Union or the employee at any time and for any reason.

I agree to conform to the rules and regulations of University Credit Union.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_