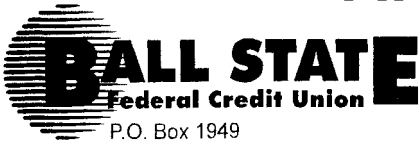


# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer



P.O. Box 1949  
2900 North Oakwood Avenue  
Muncie, Indiana 47308-1949

Position applying for: \_\_\_\_\_

Would you accept a temporary assignment?     Yes     No

**PLEASE PRINT**

<b>P E R S O N A L</b>	Date _____	Social Security Number _____	
	Last Name _____	First Name _____	
	Street Address _____	Telephone _____	
	City _____	State _____	ZIP _____
	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>M I S C E L L A N E O U S</b>	Do you have any relatives already employed by Ball State Federal Credit Union? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, list their name(s) and relationship(s):		
	Name _____	Relationship _____	
	Name _____	Relationship _____	
	Name _____	Relationship _____	
	Have you ever been employed by Ball State Federal Credit Union before? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	If yes, please complete:		
	Last Job Title _____	Department _____	
	Reason for Leaving _____	Last year employed _____	
	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain: _____			
_____			
_____			
(Conviction of a felony does not necessarily disqualify you from employment.)			

If you are now employed, why do you want to change your position? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you are now employed, may we contact your present employer?  Yes  No

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**Please circle the last year of school completed:**

<b>Grade, Trade or High School</b>												<b>Technical, Business, Vocational or College</b>				<b>Graduate School</b>					
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	5	6

**Please provide details:**

High School \_\_\_\_\_ Diploma or GED?  Yes  No

\*Trade or Vocational School \_\_\_\_\_ Degree?  Yes  No

Area of Study \_\_\_\_\_ If yes, list degree \_\_\_\_\_

\*College \_\_\_\_\_ Degree?  Yes  No

Area of Study \_\_\_\_\_ If yes, list degree \_\_\_\_\_

\*Other \_\_\_\_\_ Degree?  Yes  No

Area of Study \_\_\_\_\_ If yes, list degree \_\_\_\_\_

\* Transcript or other degree verification is required before consideration may be given.

Describe any additional academic achievements or job related extracurricular activities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Please list persons who know of your qualifications and will provide references *(Do not list relatives)*

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Occupation \_\_\_\_\_

Phone \_\_\_\_\_

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**INSTRUCTIONS:** List former employers starting with your most recent or current employer. If you have had more than three employers, you are encouraged to attach a chronological resume detailing any previous employment you wish us to consider.

Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Present/Last Title \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Present/Last Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Was this position  Full Time  Part Time  Temporary

Describe your duties/responsibilities \_\_\_\_\_

If you worked under a different name for this employer, indicate that name here \_\_\_\_\_

Dates employed (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Present/Last Title \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Present/Last Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Was this position  Full Time  Part Time  Temporary

Describe your duties/responsibilities \_\_\_\_\_

If you worked under a different name for this employer, indicate that name here \_\_\_\_\_

Dates employed (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Starting Job Title: \_\_\_\_\_ Present/Last Title \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_ Present/Last Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Was this position  Full Time  Part Time  Temporary

Describe your duties/responsibilities \_\_\_\_\_

If you worked under a different name for this employer, indicate that name here \_\_\_\_\_

Dates employed (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**AGREEMENT**

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I hereby certify that the facts in this employment Application are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this Application may result in my immediate dismissal.

I acknowledge that references and employer(s) listed on the application may be contacted for relevant information. If there is a particular employer(s) you do not wish us to contact, please indicate which one(s). \_\_\_\_\_

\_\_\_\_\_

In consideration of employment, I agree to conform to the policies and procedures of Ball State Federal Credit Union. I understand that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either Ball State Federal Credit Union or myself. I understand that no employee of Ball State Federal Credit Union, other than the President or Executive Vice President, have any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

Signature \_\_\_\_\_

Date \_\_\_\_\_