

# Employment Application



Date:

Name:

Address:

City/State:

Zip/Postal Code:

SS Number:

Cell Phone:

Email Address:

Synergy Federal Credit Union  
PO Box 691730  
San Antonio, TX  
78269  
Phone: 210-750-8333  
Fax: 210-345-2338  
www.synergyfcu.org

Positions Applied for:

Salary Desired:

Full-Time     Part-Time     Full-Time or Part-Time

When available to begin work?

Are you 18 years of age or older:     Yes     No

Referred by?

## Education

Type of School	Name of School and Complete Mailing Address	No. Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Professional School			
Other			

Have you ever been convicted of a crime:     Yes     No

If yes, please explain

Do you have a drivers license?     Yes     No

State of issue:

# Previous Employment (list up to 3)

1.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:

Yes

No

2.

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:

Yes

No

**3.**

Name of Employer:

Name of last supervisor:

Dates of employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer:  Yes  No

Skills:

Typing:

Computer:  PC  Mac  Both

Applications (list all that apply):

Other Skills:

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Please read the following disclosure

If you are hired, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization:

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the employer.

I understand that any employment is conditioned on a background check. I authorize the financial institution to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the credit union, without giving me prior notice of such disclosure. In addition, I release the financial institution, any former employers, and all references listed from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the financial institution. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the financial institution unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to medical examinations or drug testing at any time deemed appropriate by the credit union and as permitted by law. I consent to such examinations and test, and I request that the examining doctor disclose to the financial institution the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, may be contingent upon satisfactory medical examinations and drug testing, and if I am hired, a condition of my employment will be that I abide by the financial institution's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the credit union to hire. If hired, I agree to abide by all financial institution work rules, policies, and procedures. The financial institution retains the right to revise its policies or procedures, in whole or in part, at any time.

Save your completed employment application and attached it in an email to Synergy FCU at [employment@synergyfcu.org](mailto:employment@synergyfcu.org).