

# Application for Employment



418 Madison Avenue  
Montgomery, AL 36104  
(334) 834-4494 | www.myguardiancu.com

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Referral Source (Please check the appropriate category and name the source)

- Walk-in: \_\_\_\_\_  School: \_\_\_\_\_
- Employee: \_\_\_\_\_  Job Fair: \_\_\_\_\_
- Advertisement: \_\_\_\_\_  Staffing Agency: \_\_\_\_\_
- Company Website: \_\_\_\_\_  Govt. Employ. Agency: \_\_\_\_\_
- Other Internet: \_\_\_\_\_  Other: \_\_\_\_\_

Best time to reach me is: \_\_\_\_\_ Home / Cell / Email

May we contact you at work? . . . . .  Yes  No  
If Yes, work number and best time to call:  
\_\_\_\_\_

If you are under age 18, and it is required,  
can you furnish a work permit? . . . . .  Yes  No  
If no, please explain: \_\_\_\_\_

Have you submitted a prior application?  Yes  No  
If Yes, give date: \_\_\_\_\_

Have you been employed here before? .  Yes  No  
If Yes, give dates: \_\_\_\_\_ - \_\_\_\_\_

Are you legally eligible for  
Employment in this country? . . . . .  Yes  No

Date available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

What is your desired salary range of hourly rate of  
pay? \$\_\_\_\_\_ per \_\_\_\_\_

Type of employment desired:  Full-time  Part-time  
 Educational Co-op  Seasonal  Temporary

Will you relocate if the job requires it? .  Yes  No

Will you travel if the job requires it? . .  Yes  No

If they have been explained to you,  
will you be able to meet the attendance  
requirements of the position? . .  n/a  Yes  No

Will you work overtime if required? . . .  Yes  No  
If no, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the  
job for which you are applying (with or without  
reasonable accommodations? . . . . .  Yes  No  
 I need more information about the job's "essential  
functions" to respond

*This question is not designed to elicit information about  
applicant's disability. Please do not provide information about  
the existence of a disability, particular accommodation, or  
whether accommodation is necessary. These issues may be  
addressed at a later stage to the extent permitted by law.*

Driver's license number required if driving may be  
required for the job for which you applying:  
DL# \_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? . . . . .  Yes  No

*Answering "yes" to the following question does not constitute an  
automatic bar to employment. Factors such as date of offence,  
seriousness and nature of the violation, rehabilitation and  
position applied for will be taken into account.*

Have you ever plead "guilty" or "no contest" to,  
or been convicted of a crime? . . . . .  Yes  No  
If Yes, please provide dates and details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information:

Employer	Telephone Number ( )	Month Year /	Month Year to /
Street Address		City ST	
Starting Job Title / Final Job Title		Commission / Bonus / Other Comp: \$	
Immediate Supervisor and Title (for most recent position)		Commission / Bonus / Other Comp: \$	
Why did you leave?	May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission / Bonus / Other Comp: \$	
Summarize the type of work performed and job responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			

Employer	Telephone Number ( )	Month Year /	Month Year to /
Street Address		City ST	
Starting Job Title / Final Job Title		Commission / Bonus / Other Comp: \$	
Immediate Supervisor and Title (for most recent position)		Commission / Bonus / Other Comp: \$	
Why did you leave?	May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission / Bonus / Other Comp: \$	
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Why did you leave?	May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission / Bonus / Other Comp: \$	
Summarize the type of work performed and job responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			

Employer	Telephone Number ( )	Month / Year to / Year
Street Address	City ST	<b>Compensation (Starting)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Starting Job Title / Final Job Title		Commission / Bonus / Other Comp: \$
Immediate Supervisor and Title (for most recent position)		<b>Compensation (Final)</b> <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ per
Why did you leave?	May We Contact for Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	Commission / Bonus / Other Comp: \$

Summarize the type of work performed and job responsibilities

What did you like most about your position?

What were the things you liked least about the position?

## Educational Background

**High School:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Did you graduate?  Yes  No

**Trade / Vocational:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

**College:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No Degree: \_\_\_\_\_

**Continuing Education:** \_\_\_\_\_

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## Other

List special accomplishments, awards, publications, etc.  
 Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

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In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers? .....  Yes  No  Not Applicable

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Is there any other job-related information you want us to know about (languages, skills, machine operation, etc.)? \_\_\_\_\_

\_\_\_\_\_

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, his agents, employees or representatives for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicants from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I understand that any information provided by me that is to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: \_\_\_\_\_ Dated: \_\_\_\_\_

If printing and submitting a paper copy of this application, please sign above.  
If submitted electronically, I agree, and it is my intent, to sign this document by the act of electronically submitting this application to Guardian Credit Union for consideration. I understand that my signing and submitting this application in this fashion is the legal equivalent of having placed my handwritten signature on the submitted document. I understand and agree that by electronically signing and submitting this document in this fashion I am affirming to the truth of the information contained herein.