

# Down East Credit Union

Branch Locations: Baileyville, Bangor, Belfast, Calais, Machias, Richmond, Topsham and Unity  
800-427-1223 · www.downeastcu.com

## Application for Employment

Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

### I. Personal Background

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number Street City State Zip Code

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

If hired, will you be able to supply documents proving your eligibility to work in the U.S.?  Yes  No

On what date will you be available to begin work? \_\_\_\_\_

Can you travel if your job requires it?  Yes  No

Have you submitted an application for employment here before?  Yes  No When? \_\_\_\_\_

Have you been convicted of, or plead no contest to, a felony or a crime involving dishonestly or the handling of funds?  Yes  No

(Conviction will not necessarily disqualify you from employment.)

List any professional, trade, business or civic activities and offices held. (You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referral source:  Advertisement  Friend  Relative  Walk-in  Employment Agency

Other (please explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

An Equal Opportunity Employer

## II. Employment History (Attach additional sheets as needed.)

Please provide the following information for positions you have held, starting with the most recent.

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

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Job Title \_\_\_\_\_

Job Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

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

Rate of Pay or Salary \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Job Title \_\_\_\_\_

Job Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

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

Rate of Pay or Salary \_\_\_\_\_

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

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Job Title \_\_\_\_\_

Job Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Immediate Supervisor and Title \_\_\_\_\_

Dates of Employment \_\_\_\_\_

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

Rate of Pay or Salary \_\_\_\_\_

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### III. Educational Background (Attach additional sheets as needed.)

Please provide the following information for every secondary and post-secondary institution you attended.

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Dates of Attendance \_\_\_\_\_

Degree Received or Course of Study Completed \_\_\_\_\_

Areas of Concentration \_\_\_\_\_

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Name of Institution \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Dates of Attendance \_\_\_\_\_

Degree Received or Course of Study Completed \_\_\_\_\_

Areas of Concentration \_\_\_\_\_

### IV. References (Attach additional sheets as needed.)

Please provide the following information for each of three references.

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code Telephone

Years Known \_\_\_\_\_ Nature of Relationship \_\_\_\_\_

## V. Skills and Qualifications

Please provide us with information regarding any special skills, experience or qualifications which you feel would assist us in evaluating your application:

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## VI. Consent

I grant the employer the right to obtain any additional information about me, including but not limited to my credit history, consumer reports, including investigative consumer reports, and criminal records on file with any Federal, State or local law enforcement authorities or agencies. If I am employed, the right to obtain all of this information will continue on the part of the employer until such time as my employment is terminated.

## VII. Applicant's Statement and Agreement

I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

I understand that this application is not an offer of employment, does not mean any positions are available, and does not guarantee that I will be offered a job. If hired, I agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by Down East CU at any time and for any reason whatsoever, with or without cause and with or without notice at the option of either Down East CU or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing signed by the President of Down East CU. No supervisor or representative of Down East CU, other than the President of Down East CU, has any authority to make any agreements contrary to the foregoing. I further acknowledge that no representations or promises have been made to me, nor have any documents (including, without limitation, any personnel policies, handbooks, manuals, and/or guidelines) other than this application form have been given or shown to me, regarding the terms of employment with Down East CU prior to my hire. This agreement is the entire agreement between Down East CU and me (the employee) regarding the rights of Down East CU or me to terminate employment at will and with or without cause, and this agreement takes the place of all prior and contemporaneous agreements, representations, and understandings of me and Down East CU.

This application for employment shall be considered active for \_\_\_ days.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_