

Application for Employment



Southern Energy Credit Union is an Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, creed, gender, sex (including pregnancy, sexual orientation, or gender identity), national origin, age (40 or older), disability, genetic information (including family medical history), veteran status, or any other characteristic as outlined by federal, state, or local laws.

PLEASE PRINT

COMPLETE THE APPLICATION IN ITS ENTIRETY. IF A QUESTION DOES NOT APPLY, PLEASE WRITE N/A.

Date of Application _____

Personal Information

First Name _____ Middle Name _____ Last Name _____

Mailing Address _____

City _____ State _____ Zip _____

Cell Phone Number _____ Home Phone Number _____

Best time for us to contact you: ____:____ am ____:____ pm Email Address _____

Are you at least 18 years of age? Yes No

Are you authorized to work in the United States? Yes No

If hired, proof of authorization to work in the U.S. will be verified through Form I-9 and E-Verify process.

Can you travel if a job requires it? Yes No If yes, what percentage of the time? _____

Have you been terminated or given the opportunity to resign in lieu of termination in the last seven years? Yes No

If yes, please explain _____

Are you currently on layoff status and subject to recall? Yes No

Are you willing to work overtime? Yes No

Position Information

Position(s) applying for: _____

Can you perform the essential functions of the job either with or without reasonable accommodations? Yes No

Type of employment desired:

Seasonal/Temporary Permanent Full Time Part Time

Are you available to work at various locations? Yes No

Please explain: _____

Desired salary: _____

Have you ever worked for Southern Energy Credit Union before? Yes No

If yes, when and which branch? _____

Have you completed an application for Southern Energy Credit Union before? Yes No

If yes, when and for what position(s)? _____

How did you learn about careers at Southern Energy Credit Union?

Social Media Referral Employment Agency Advertisement Company Website Other _____

When are you available to begin working? _____

Do you have any relatives or friends who work at Southern Energy Credit Union? Yes No

If yes, who, what is the relationship, and where? _____

Why do you want to work for Southern Energy Credit Union? _____

Why do you desire to make a career change? _____

Work History

Start with your present or most recent position*. Include any job-related military service assignments and volunteer activities.

Employer			
Address	City	State	Zip
Position(s) Held			
Duties/Responsibilities Under Position Held			
Dates of Employment	Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title	Telephone Number		
Reason for Leaving			
*May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Notice Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer			
Address	City	State	Zip
Position(s) Held			
Duties/Responsibilities Under Position Held			
Dates of Employment	Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title	Telephone Number		
Reason for Leaving			
*May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer			
Address	City	State	Zip
Position(s) Held			
Duties/Responsibilities Under Position Held			
Dates of Employment	Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title	Telephone Number		
Reason for Leaving			
*May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Employer			
Address	City	State	Zip
Position(s) Held			
Duties/Responsibilities Under Position Held			
Dates of Employment	Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		
Supervisor's Name and Title	Telephone Number		
Reason for Leaving			
*May we contact this previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Military Service

Would you like to provide any information about your military experience? Yes No

Non-Compete

Are you currently subject to a non-compete agreement that would prohibit you from working at Southern Energy Credit Union in the position for which you are applying? Yes No

If yes, please plan to provide a copy of the agreement at time of employment.

Education

	Name and Address of School	Did you graduate?	Years Completed	Diploma/Degree
High School or GED				
Associate				
Bachelor				
Graduate				

Special Skills and Qualifications, Licenses and Certifications

Please list any foreign languages you fluently speak: _____

Please list any skills or qualification you have: _____

Please list any licenses or certifications you have: _____

Have any applicable licenses or certifications been revoked or suspended? Yes No

If yes, please explain: _____

Tell us anything else about yourself you believe may be helpful to us considering your application, including any job related training in the US military. _____

References (Do not include any family members.)

Name	Phone Number
Type of Reference	Occupation

Name	Phone Number
Type of Reference	Occupation

Name	Phone Number
Type of Reference	Occupation

Criminal Record

Have you ever been arrested, charged, received a sentence for, pleaded no contest to, been placed on probation, fined, or convicted of a crime that has not been expunged or dismissed by a court other than a minor traffic violation? Criminal records not disclosed may be considered falsification of this application, which may result in revocation of an employment offer: Yes No

If yes, please describe the details _____

Applicant's Statement

I certify the answers given are true and complete.

This application will be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this period of time will need to inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Southern Energy Credit Union is of an "at will" nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Southern Energy Credit Union.

I authorize investigation of all statements contained in this application as may be necessary for arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or during my interview process may result in termination. I understand, also, that I am required to abide by all regulations of the Employer.

I have read and understood, and by my signature, consent to these statements.

Signature of Applicant

Date