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APPLICATION FOR EMPLOYMENT

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Applicants are considered for all positions, and employees are treated during employment, without regard to race, color, religion, sex, national origin, age, disability, marital status, or any other prohibited basis of discrimination, as approved under applicable state and federal law.

PLEASE PRINT

Date of Application Position(s) Applied for

Name Last First Middle

Address Street City State Zip Code

Phone E-Mail Social Security # / /

Have you filed an application here before? Yes No If yes: Month / Year

Have you ever been employed here before? Yes No If yes: Month / Year

Are you employed now? Yes No May we contact your present employer? Yes No

Are you 18 years of age? Yes No Can you be Bonded? Yes No

Are you prevented from lawfully becoming employed in this country? Yes No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

On what date would you be available to work? Expected salary:

Are you available to work Full-Time Part-Time Will you work overtime if asked? Yes No

Have you ever been fired or asked to resign from a job? Yes No

Have you been convicted of a felony? Yes No (Conviction will not necessarily disqualify applicant from employment. The recency, severity, and pertinence of the conviction to the job will all be considered.) If yes, please explain:

Days/hours available to work: (If student, please provide class schedule with application)

Table with 7 columns: Day, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY and 2 rows: Day, From/To

Give name, address and telephone number of three references that are not related to you and are not previous employers:

- 1. Name Address Telephone #
2. Name Address Telephone #
3. Name Address Telephone #

EDUCATION:

Please list education or specialized experience that would relate to the position(s) for which you are applying. Exclude names or terms, which indicate, for example race, color, religion, sex, disability or national origin.

SCHOOL	NAME AND LOCATION	Course of Study	# Of Years Completed	Diploma or Degree
High School				
College/University				
Graduate/Professional				

Professional, trade, civic activities, offices held, honors/awards, special skills and qualifications, including those acquired from employment or other experience:

EMPLOYMENT EXPERIENCE: (Most recent experience listed first)

Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone:			
Job Title:	Hourly Rate/Salary		
Hours Worked per Week:	Starting	Final	
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone:			
Job Title:	Hourly Rate/Salary		
Hours Worked per Week:	Starting	Final	
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone:			
Job Title:	Hourly Rate/Salary		
Hours Worked per Week:	Starting	Final	
Supervisor:			
Reason for Leaving:			

{This application will be held by Liberty First Credit Union for 60 days}

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. The credit union may investigate all statements contained in this application, and understand that any false or misleading information provided during the application or interview process will result in my immediate discharge if I am hired, regardless of when discovered. **I understand that this application is not a contract of employment. I also understand that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the credit union is terminable-at-will so that both the credit union and I remain free to choose to end our work relationship at any time for any or no reason. Any changes in this employment relationship must be made in writing.**

I understand a drug or an alcohol test may be required depending up on credit union policy. I authorize the credit union to make a thorough investigation of my past employment, education and job-related activities and I release from all liability all persons, companies, and corporations providing such information. I understand any offer of employment may be conditioned upon a health evaluation by a doctor selected by the credit union, to determine whether I can perform the job duties. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so with the understanding that upon my request, I can obtain the name of the agency so I may get from them the nature and substance of the information contained in the report.

Additionally, I authorize the credit union to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party, with an interest that the credit union deems appropriate. *

Signature of Applicant

Date

* This authorization and release does not include the disclosure of information that is prohibited by law, such as the filing of a discrimination charge or participation in an EEOC investigation.