



EMPLOYMENT APPLICATION

HOUSTON TEXAS FIRE FIGHTERS FEDERAL CREDIT UNION

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

GENERAL INFORMATION

Date _____ Email Address _____

Last Name _____ Initial _____ First Name _____

Address _____ City, State _____ Zip _____

Phone Number (____) _____ Alternate Phone Number (____) _____

Are you eligible to work in the United States? Yes No (Proof will be required to be presented if hired)

Are you at least 18 years of age or older? Yes No

Have you ever applied here before? Yes No If yes, When _____

Have you ever plead guilty, or nolo contendere (no contest) to, or been convicted of any felony or a misdemeanor involving moral turpitude, regardless of the disposition of the case (e.g. probation, deferred adjudication, etc.).

Yes No If yes, please explain _____

WORK PREFERENCE

Position applied for _____ Rate of pay expected _____

Hours preferred Full-time Part-time Temp. Other _____ Date available _____

EDUCATION

	Name and Address	Years Completed	Degree/course of study
High School			
College/ University			
Trade/ Business			
Other			

EMPLOYMENT HISTORY

Please list most recent employer first. Account for all time since school, including unemployed periods and military experience. Continue on a separate sheet if necessary.

Company Name _____ From _____ To _____

Address _____ Phone (____) _____

Position _____ Supervisor _____ Salary _____

Reason for Leaving _____

Duties _____

Company Name _____ From _____ To _____

Address _____ Phone (____) _____

Position _____ Supervisor _____ Salary _____

Reason for Leaving _____

Duties _____

Company Name _____ From _____ To _____
 Address _____ Phone (_____) _____
 Position _____ Supervisor _____ Salary _____
 Reason for Leaving _____
 Duties _____

Company Name _____ From _____ To _____
 Address _____ Phone (_____) _____
 Position _____ Supervisor _____ Salary _____
 Reason for Leaving _____
 Duties _____

REFERENCES

Please list three business references - those who have knowledge of your work experience, ethic, and ability.

Name	Relationship: Supervisor, Coworker, Friend, etc.	Phone

SKILLS

Please list all skills, abilities, training, etc. that you feel would assist you in qualifying you for the position. Include any machines or special equipment you have operated.

In what languages are you fluent (list if job related only) _____

List any job related professional licenses _____

List any certifications received _____

REFERRAL SOURCE

Advertisement Employment Agency The Work Source Walk In Friend Other _____

I certify that all the information provided by me in this application is true and complete, and I understand that any misstatement, falsification, or omission of information is grounds for refusal of hire, or if hired, termination, regardless of when found.

I authorize any of the persons or organizations in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you. I also authorize this employer to obtain any consumer reports, including investigative consumer reports and criminal background checks that it deems necessary in evaluating my application.

I authorize this company to request, receive, and verify all information given on this application.

I further acknowledge that if I am employed, my employment will be at-will, and may be terminated with or without cause at any time by me or by my employer.

I understand that this application will be given due consideration, but its receipt does not imply that I will be employed.

Applicant Signature _____ / / _____
 Date



Houston Texas Fire Fighters
Federal Credit Union

CONSUMER REPORT DISCLOSURE NOTICE

The Houston Texas Fire Fighters Federal Credit Union, as part of the procedure for processing your employment application, may obtain a consumer report containing financial information, background information and other information about you from a credit reporting agency.

We will not obtain such a report without your signed authorization.

We comply with the Fair Credit Reporting Act, which provides consumers with rights regarding consumer reports and places specific obligations on employers using credit reports.

I hereby acknowledge that I have read the above disclosure statement and have understood it.

Signature _____ Date _____



Houston Texas Fire Fighters
Federal Credit Union

CONSUMER REPORT AUTHORIZATION

I hereby authorize Houston Texas Fire Fighters Federal Credit Union to obtain a consumer report containing financial information, background information and other information about me from a consumer reporting agency as part of the company's investigation into my application for employment. I also release any parties involved in this process from any liability connected with my consumer credit report.

Signature _____ Date _____