





## SKILLS

Indicate your skills and abilities in the following areas, if applicable to the position in which you are applying.

Proficiency Level  
(5 = Excellent; 1 = Poor)

Examples: adding machine, multi-line phone; PC, Mac;  
Windows, Microsoft Office, Corel Suite, Adobe Products

Equipment Operated: \_\_\_\_\_

\_\_\_\_\_

Computers Operated: \_\_\_\_\_

\_\_\_\_\_

Software Operated: \_\_\_\_\_

\_\_\_\_\_

## EDUCATION

**High School** (Name and Address):

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

Years Completed: \_\_\_\_\_

Did you graduate?  Yes  No

GPA: \_\_\_\_\_

**College or University** (Name and Address):

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

Years Completed: \_\_\_\_\_

Did you graduate?  Yes  No

GPA: \_\_\_\_\_

**Course of Study** (Major/Minor):

\_\_\_\_\_

**List Degree or Certificate**

\_\_\_\_\_

**Other** (Name and Address):

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

Years Completed: \_\_\_\_\_

Did you graduate?  Yes  No

GPA: \_\_\_\_\_

Are you attending school or taking courses now?  Yes  No \_\_\_\_\_

If yes, please list where you are attending.

List Scholastic Honors: \_\_\_\_\_

## PERSONAL REFERENCES

Do not refer to previous employers or relatives

Name: 

Reference #1	Reference #2	Reference #3
_____	_____	_____

Occupation: 

Reference #1	Reference #2	Reference #3
_____	_____	_____

Phone Number <"aaaaaaaaaaaaaaaaaaaaa" "aaaaaaaaaaaaaaaaaaaaa" "aaaaaaaaaaaaaaaaaaaaa" "aaaaaaaaaaaaaaaaaaaaa">

## MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS

Exclude those which may disclose your race, color, religion or national origin.

All qualified applicants will receive consideration for employment without regard to age, race, religion, sex, marital status, color, national origin, disability, veteran status or any other status protected under local, state or federal laws. No information on this application will be used for the purpose of discrimination.

I understand that receipt of this application by Alliance Credit Union of Florida does not guarantee a job interview or offer of employment.

I voluntarily grant Alliance Credit Union of Florida the right to investigate the statements made in this application as well as other job-related information and activities. I also authorize my previous employers to supply my employment record, in confidence, in whole or in part, to Alliance Credit Union of Florida.

I understand that the employment for which I am applying is not guaranteed for any particular length of time and that either Alliance Credit Union of Florida or I remain free to terminate the relationship at any time.

I certify that the statements I have made on this application are true. I understand that falsification of any statements made by me on this application is grounds for disqualification from further consideration or for immediate dismissal from employment.

Applicant's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

As part of the application process for employment at Alliance Credit Union of Florida, I understand that they and/or its agents may conduct and investigation of my personal information. The investigation might include, but is not limited to names and dates of previous/current employment, work experience, workers' compensation claims, criminal history records (from state, federal and other agencies), motor vehicle records, military records, names and dates of education, credit history, and bankruptcy records. I understand that these records may be used for the eligibility of my employment. I authorize the full release of these records and further authorize Alliance Credit Union of Florida and/or its employees or agents to request, receive and review this information.

**Applicant's Name:** \_\_\_\_\_

First

M.I.

Last

**Date of Birth:** \_\_\_\_\_

mm / dd / yyyy

(This will only be used for criminal and driving records retrieval.)

**Social Security #:** \_\_\_\_\_

(DO NOT include if sending via e-mail.)

**Current Address:** \_\_\_\_\_

Street

City

State

Zip

### CREDIT RELEASE AUTHORIZATION

I hereby authorize Alliance Credit Union of Florida to obtain my credit report from any credit reporting agency in connection with my application at Alliance Credit Union of Florida.

I understand that my credit report and the information therein shall be used in compliance with State Law or Federal Law or Fair Credit Report Act or Equal Employment Opportunity Law or appropriate regulations. I also understand that I have a right to obtain a copy of my own credit report and can dispute any information.

I \_\_\_\_\_ hereby authorize, without any reservation, any information bureau contacted by Alliance Credit Union of Florida to obtain the above credit information.

Applicant's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**This application for employment is good for 90 days only. Consideration for employment after 90 days requires a new application.**