

APPLICATION FOR EMPLOYMENT

Return by mail or fax to:
 Fort Sill Federal Credit Union
 Attn: Human Resource Officer
 PO Box 1527
 Lawton, OK 73502-1527
 580-353-2124 Fax 580-250-8177



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or Veteran status, or any other legally protected status. We are an equal opportunity employer. We will not discriminate against genetic information.

Please print and complete all information, even when including resume.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available				Desired Salary	
How did you learn about us?			Position Applied for		
Are you authorized to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been employed with us?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	
Have you ever filed an application with us?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	
Have you ever had bond coverage declined, revoked or modified?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
If you are under age 18, can you provide required proof of eligibility to work?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you currently employed?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	May we contact your present employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do any of your friends or relatives work or serve as a volunteer here?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, who?	
Are you available for Part Time work?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you available for Full Time Work?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Can you travel if the job requires it?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you now on "lay off" status and subject to recall?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you currently attending school?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what is your class schedule?	
Are there hours that you are unavailable?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what hours are you unavailable?	
EDUCATION					
High School			Address		
		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College/Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree/Major

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT

Employer	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employer	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Employer	Phone	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

BACKGROUND CHECK CONSUMER AUTHORIZATION

AUTHORIZATION FOR TRAK-1 TO ACCESS CONSUMER REPORTS

DISCLOSURE

By signing below, you acknowledge and understand that in connection with your application for employment with Fort Sill Federal Credit Union (including contract services), consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including but not limited to consumer credit, criminal records, driving history records, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records and others. You further understand that these reports may include experience information along with reasons for termination of past employment. Furthermore, you understand that information from various Federal, State, local and other agencies which contain information about your past activities will be requested. You understand that a consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made. You are hereby notified that you have the right to request a copy, upon proper identification and the payment of any legally permissible fees, of the above investigative background report contained in Fort Sill Federal Credit Union files on you a the time of your request. You are further notified that prior to being denied employment based in whole or in part, on the information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency and a description in writing of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, you hereby authorize without reservation, any party or agency contacted by this organization to furnish the above mentioned and requested information. You further authorize ongoing procurement of the above mentioned information, reports and records at any time during your employment contract. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish Fort Sill Federal Credit Union with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS

By signing below, you certify you have read and fully understand this disclosure and authorization, all of the information you are providing is true, complete, correct and accurate, and you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C s1681 et seq.).

CANDIDATE COMPLETE THE FOLLOWING:

PRINT FULL LEGAL NAME (First, Full Middle Name, Last Name)

Street Address

City

State

Zip

Social Security Number

Driver's License Number

Issuing State

Other or Former Names (aka, maiden names, married names, surnames etc.)

Consumer's Signature

Date

If you have been convicted of a crime, your application will not be automatically disqualified.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the [complete text of the FCRA](#), 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Consumer Financial Protection Bureau (CFPB)	http://www.consumerfinance.gov/learnmore
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051

CONSUMER REPORT AUTHORIZATION

Employees of Fort Sill Federal Credit Union are required by policy to have acceptable credit histories at the time of hiring and to maintain acceptable credit histories while employed. Therefore, before an applicant for employment is hired, before an employee is promoted and at other appropriate times, Fort Sill Federal Credit Union may review the individual's credit history in order to verify compliance with Fort Sill Federal Credit Union policy.

Information you provide below will be used to access your consumer credit report.

FULL NAME

SOCIAL SECURITY NUMBER

ADDRESS

CITY, STATE, ZIP

PLEASE READ CAREFULLY THE FOLLOWING STATEMENTS AND THE DISCLOSURE TITLED "A Summary of Your Rights Under the FCRA" AND THEN SIGN BELOW

I understand that to be eligible for employment with Fort Sill Federal Credit Union, my credit history must be in good standing. I authorize Fort Sill Federal Credit Union to obtain a consumer credit report about me both before and (in the event I am hired) afterwards for the purpose of evaluating my eligibility for employment, promotion, or continued employment. I have received, read and understand the summary of my rights under the Fair Credit Reporting Act. I understand that a copy of my credit report, along with the name, address and phone number of the credit reporting agency, as a consumer will be provided to me before any decision adversely affecting my employment is made if the decision is based on my consumer credit report.

SIGNATURE

DATE