

# Employment Application

Please print in ink and answer every question.



135 Stewart Drive • Franklin, VA 23851

An Equal Opportunity Employer • Drug Free Workplace

Bronco is an EEO employer committed to the non-discriminatory treatment of all applicants and personnel without regard to age, race, religion, color, sex, gender identity, sexual orientation, genetic information, disability, national origin, veteran status or any other legally protected status.

Bronco accepts applications for employment in response to advertisements and postings for active job openings it seeks to fill. The application for employment is valid for thirty (30) days. Consideration for employment beyond thirty (30) days from today's date will require a new application.

## PERSONAL

First Name		Middle	Last Name		Application Date	
Street Address			City	State	ZIP Code	
Home Phone		Cell Phone	Email Address			
▼ List previous addresses within the United States, except Military, if address changed during the past 2 years. ▼						
Street Address			City	State	ZIP Code	
Street Address			City	State	ZIP Code	
Street Address			City	State	ZIP Code	

## GENERAL INFORMATION

How did you hear about Bronco Federal Credit Union?								
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Online (please list web site)		<input type="checkbox"/> Employee (please list)		<input type="checkbox"/> Other (please list)		
Position desired:								
Applying for: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary								
Location Desired: <input type="checkbox"/> Franklin <input type="checkbox"/> Suffolk								
Days and hours available:		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:								
To:								
Date available for work:				Can you work overtime when necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you under 18 years of age?				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you legally eligible for employment in the United States? (Proof of identity and eligibility will be required upon employment.)				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you been employed here previously?				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever applied here before?				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any relatives or friends who work for Bronco Federal Credit Union? If yes, list name and relationship.				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a crime other than a minor traffic offense? If yes, please describe (A record of conviction will not automatically disqualify an applicant for employment. The circumstances, including nature and date of offense, and position for which you are being evaluated will be considered).				<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever had fidelity bond coverage modified or revoked? If yes, please describe (A record of conviction will not automatically disqualify an applicant for employment. The circumstances, including nature and date of offense, and position for which you are being evaluated will be considered).				<input type="checkbox"/> Yes <input type="checkbox"/> No				

## EDUCATION AND SKILLS

Name And Location	Major Field of Study	Number of Years Completed	Degree
High School			
College			
Post Graduate			
Other training or degrees			
List scholastic honors, offices held, and activities in high school or college: (Omit organizations that may reveal information regarding race, color, sex, sexual orientation, gender identity, religion, national origin, age, citizenship, disability, veteran status, or other protected status.)			
Professional licenses or memberships: (Omit organizations that may reveal information regarding race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, citizenship, veteran status, or other protected status.)			
Other skills that may be relevant to the position you are seeking:			

## PROFESSIONAL REFERENCES

**Please provide at least two business references** (former immediate supervisors or department heads, etc.).

Name	Title	Company Name	
Company Address			Telephone Number
Name	Title	Company Name	
Company Address			Telephone Number
Name	Title	Company Name	
Company Address			Telephone Number
Name	Title	Company Name	
Company Address			Telephone Number

## EMPLOYMENT HISTORY

1. Present/Last Employer	Employer's Address	Type of Business
Title of Position		Dates of Employment
		From (Month/Year) To (Month/Year)
Duties:		
Reason for leaving:	Supervisor Name & Title Telephone	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Present/Last Employer	Employer's Address	Type of Business
Title of Position		Dates of Employment
		From (Month/Year) To (Month/Year)
Duties:		
Reason for leaving:	Supervisor Name & Title Telephone	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3. Present/Last Employer	Employer's Address	Type of Business
Title of Position		Dates of Employment
		From (Month/Year) To (Month/Year)
Duties:		
Reason for leaving:	Supervisor Name & Title Telephone	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## PLEASE READ BEFORE SIGNING

It is the policy of Bronco Federal Credit Union to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, sexual orientation, gender identity, disability, national origin, genetic information, veteran status and other characteristic protected by Federal, State or Local law.

In connection with my employment application with Bronco Federal Credit Union, I understand that investigative background inquiries may be made on myself, including consumer, criminal, driving and other reports concerning my character and suitability for employment. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Bronco Federal Credit Union will be requesting information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences. I acknowledge that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Such a request must be made in writing to the Human Resource Department within a reasonable time after the completion of this application. I further authorize Bronco Federal Credit Union to communicate with persons listed as references, former employers, and any others. I further acknowledge that I have been provided a separate disclosure describing this process.

I authorize, without reservation, any party or agency contacted by Bronco Federal Credit Union to furnish the above-mentioned information. I agree to hold such persons and Bronco Federal Credit Union harmless with respect to any information they may give about me.

I certify that the answers given herein are true and complete. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that any employment relationship with Bronco Federal Credit Union is of an "at-will" nature, which means that I may resign at any time and Bronco Federal Credit Union may discharge me at any time and for any reason, with or without cause or advance notice. It is further understood that this "at-will" employment relationship may not be changed by any written documentation or by conduct unless such change is specifically acknowledged in writing and signed by the Bronco Federal Credit Union CEO. I further acknowledge that any personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is not contractual in nature and does not modify the foregoing at-will employment relationship.

Any offer of employment I may receive from Bronco Federal Credit Union is contingent upon my successful completion of Bronco Federal Credit Union's total pre-employment screening process, including satisfactory completion of any post-job offer pre-employment physical examination Bronco Federal Credit Union may require. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for illegal drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening.

In the event of employment, I understand that false, incomplete, or misleading information given in my resume, application or interview(s) may result in refusal of employment or immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of the Bronco Federal Credit Union. I agree to engage in no outside activity which would involve a conflict of interest with, or which could reflect adversely on Bronco Federal Credit Union. I understand this decision rests exclusively with the Company in its sole discretion. If employed, I agree to hold in strictest confidence any confidential or proprietary information concerning the Company or its customers which may come to my knowledge.

This application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment.

Signature

Date

## Consumer Report Disclosure

I hereby acknowledge and understand that Bronco Federal Credit Union ("the Company") may obtain a consumer report, which may include a DMV report, credit report, criminal background check, and/or employment and educational background verification, for employment purposes as a part of the preemployment background investigation of my application for employment with the Company and, if I am hired, thereafter at any time during my employment with the Company.

By signing below, I am acknowledging that I have read, fully understand and voluntarily agree to the foregoing.

Applicant/Employee Signature

Date