

# Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Human Resources Department.

**Position(s) Applied For:**

**How Did You Learn About Us?**

☐ Newspaper ☐ Walk-In ☐ Radio ☐ UFB Employee Name \_\_\_\_\_  
☐ Other \_\_\_\_\_

*Applicants who provide unrequested information will be automatically rejected.*

## PERSONAL INFORMATION

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Social Security Number					
Home Phone Number			Alternative Phone Number		

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

Are you eligible to work in the United States? ☐ Yes ☐ No  
*(proof of citizenship or immigration status will be required upon employment)*

Have you ever filed an application with us before? ☐ Yes ☐ No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? ☐ Yes ☐ No  
If Yes, give date \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No May we contact your current employer? ☐ Yes ☐ No

Work availability: ☐ Full Time ☐ Part Time

On what date would you be available for work? \_\_\_\_\_

Can you travel if a job requires it? ☐ Yes ☐ No

Can you be available to work overtime if a job requires it? ☐ Yes ☐ No

Have you ever been involuntarily terminated /asked to resign from any position of employment? ☐ Yes ☐ No

If Yes, please describe circumstances: \_\_\_\_\_

Have you been convicted of or plead guilty to a crime in the last seven (7) years? ☐ Yes ☐ No

If Yes, please explain offense: \_\_\_\_\_

Date of conviction: \_\_\_\_\_

*\*A conviction of a crime will not necessarily disqualify you for employment. Each instance and an explanation will be considered in relation to the position for which you are applying.*

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate sex, race, religion, national origin, age, ancestry, disability or other protected status.

Employer	From	To	Work Performed
Address			
Telephone Number(s)	Starting Salary		
Job Title			
Supervisor	Final Salary		
Reason for Leaving			

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Address			
Telephone Number(s)	Starting Salary		
Job Title			
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Address			
Telephone Number(s)	Starting Salary		
Job Title			
Supervisor	Final Salary		
Reason for Leaving			

## EDUCATION

	High School	College/University	Graduate/Professional
School Name			
Diploma/Degree			
Describe Course of Study			
Describe any specialized training, apprenticeship, skills and extracurricular activities			
Describe any honors you received			
List any licenses and/or certifications held			

Other training, certifications or licenses held: \_\_\_\_\_

## REFERENCES

List three persons, other than relatives or personal friends, who have knowledge of your work experience.

Name	Years Known
Company	Phone Number
Position	

Name	Years Known
Company	Phone Number
Position	

Name	Years Known
Company	Phone Number
Position	

Are you currently under any legal or contractual restrictions including, but not limited to, a non-compete agreement that would prevent you from accepting employment with United Fidelity Bank? ☐ Yes ☐ No

If Yes, please explain: \_\_\_\_\_

List professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal sex, race, religion, national origin, age, ancestry or disability or other protected status).

## Applicant Certification and Agreement

I certify that the information provided in this application and any other resume furnished by me is true and complete. I authorize an investigation of all statements contained in my application for employment and understand that any false or misleading statements or material omissions are cause for refusal to hire or separation of employment, if employed. I hereby authorize former and present employers, except as I have otherwise indicated in writing, as well as, references, educational institutions and others to provide or verify any information they have regarding me or my employment with them to United Fidelity Bank (hereinafter called the "Bank") or its representatives and release them from any liability arising from the furnishing of any information to the Bank.

I agree and understand that except as governed by existing federal, state or local law, where applicable, my employment or an offer of employment establishes no guarantee or promise of continued employment or set hours or work or any other obligation on the part of the Bank beyond pay for actual work performed at the agreed upon rate. I further understand that the employment relationship may be terminated at any time, by myself or the Bank, at either party's option and will. I understand that no representative of the Bank, other than the CEO, has authority to make any assurances to the contrary. I further understand that any such assurance must be in writing and signed by the CEO.

If hired, I agree to acquaint myself and follow all of the policies of the Bank, as many, from time to time, may be amended. I agree to protect the confidence and privacy of any and all information, which pertains to the conduct of the Bank's business. I understand that only the CEO may amend this Agreement and that such amendment must be in writing and signed and dated by both parties.

**Applicants who provide unrequested information will be automatically rejected.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Applications are considered active for six months.

For office use only

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



### **An Equal Opportunity Employer**

*It is the policy of United Fidelity Bank to provide employment, training and development, compensation, promotion and all other conditions of employment without regard to any legally protected status including race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disability or status as a disabled veteran.*

PEOPLEFACTS

REPORT

REQUEST

P.O. Box 740303

Los Angeles, CA 90074-0303

United Fidelity Bank

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ ACCOUNT REPRESENTATIVE: \_\_\_\_\_

CUSTOMER #: 72010 PERSON ORDERING REPORT: KEELY WINIGER

APPLICANT INFORMATION: (Please print all information)

LAST NAME: \_\_\_\_\_ FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ MAIDEN: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

PREVIOUS ADDRESS: \_\_\_\_\_  
STREET ADDRESS CITY STATE ZIP

SOCIAL SECURITY NO.: \_\_\_\_\_

DRIVER'S LICENSE NO.: \_\_\_\_\_ STATE: \_\_\_\_\_

APPLICANT AUTHORIZATION

Without reservation, I authorize this employer or any party or agency contacted by this employer to procure my consumer report and/or to obtain or furnish information concerning my credit, criminal, motor vehicle, and other history. I understand that inquiries may be made to various federal and state agencies, employers, references, acquaintances and others seeking information as to my personal characteristics, credit worthiness, employment status, general reputation and mode of living.

FCRA DISCLOSURE

This is to inform you that as part of processing your application, a consumer report may be obtained for employment purposes.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*This information is requested by PeopleFacts solely for purposes of ensuring accurate retrieval of records.

FOR EMPLOYER USE ONLY

Reports Requested: (Please checkmark next to report(s) requested and fill in appropriate information.)

- ☐ Social Security Search  
☐ Credit Report  
☐ Motor Vehicle Report: State: \_\_\_\_\_  
License No.: \_\_\_\_\_  
☐ Report (other): \_\_\_\_\_  
Available:  
(Please fax a copy of the application if ordering)  
☐ Education certification  
☐ Current employment verification  
☐ Previous employer verification  
☐ Professional License verification  
☐ Personal reference check

- ☐ Criminal Report, County:  
State: \_\_\_\_\_  
County: \_\_\_\_\_  
City: \_\_\_\_\_  
☐ Felony  
☐ Felony and misdemeanor  
Do you want the maiden name searched? ☐ Yes ☐ No  
(Maiden, name search will incur additional charges)  
☐ State Criminal Report (list State): \_\_\_\_\_  
☐ Federal Search (list State): \_\_\_\_\_

CUSTOMER CERTIFICATION

I, \_\_\_\_\_, as an authorized representative of the above-mentioned Customer, do hereby certify that, in accordance with the agreement, prior to ordering any report for employment purposes, the applicant 1) authorized the procurement of the report(s), 2) received the FTC "Summary of Your Rights Under the Fair Credit Reporting Act, 3) received the FCRA Disclosure herein, and that 4) in the event any adverse action is to be taken which is based in whole or in part of the reports(s), before such action, the applicant will be provided with a copy of the report(s) including a written summary of a consumer's rights under the FCRA, and 5) information from the report(s) will not be used in violation of any applicable federal or state equal opportunity law or regulation.

Signature of Customer: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Equal Employment Opportunity Questionnaire***

United Fidelity Bank is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations and the EEO-1 report. United Fidelity Bank is also a federal contractor, subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and the VETS 100-A report. For compliance purposes, we ask all applicants to voluntarily self-identify their race or ethnicity and their veteran status.

### **Please identify your race/ethnicity by placing a checkmark in the appropriate box**

☐ **American Indian or Alaska Native** (Not Hispanic or Latino)

*A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment*

☐ **Asian** (Not Hispanic or Latino)

*A person having origins in any of the original of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam*

☐ **Black or African American** (Not Hispanic or Latino)

*A person having origins of the black racial group of Africa*

☐ **Hispanic or Latino**

*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race*

☐ **Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)

*A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands*

☐ **Two or More Races** (Not Hispanic or Latino)

*All persons who identify with more than one of the above five races*

☐ **White** (Not Hispanic or Latino)

*A person having origins in any of the original peoples of Europe, the Middle East or North Africa*

### **Please identify your veteran status by placing a checkmark in the appropriate box**

☐ I am not a veteran

☐ I am a disabled veteran

☐ I am a veteran who served on active duty in the U.S. military during a war, campaign or expedition for which a campaign badge was awarded

☐ I am a veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985

☐ I am a recently separated veteran (veteran within 36 months from discharge or release from active duty)

☐ I am a veteran but do not qualify for any of the above categories

Submission of this information is voluntarily and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provision of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

☐ I refuse to provide this information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records and rental history records).

Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552. You may have additional rights under Maine's FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.**

•**You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance or employment-or to take another adverse action against you-must tell you, and must give you the name, address and phone number of the agency that provided the information.

•**You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

•**You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

•**You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

•**Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

•**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

•**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

•**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

•**You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

•**You may seek damage from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

•**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.**