

# EMPLOYMENT APPLICATION



Thank you for applying for employment with First Federal Savings Bank. A clear understanding of your background, as well as your interests, ambitions and abilities, will aid us in evaluating your qualification.

Complete all three pages and email to:

Questions may be directed to: [HR@firstfederalbanking.com](mailto:HR@firstfederalbanking.com)  
(574) 223-1730 or (800) 422-3372

**First Federal Savings Bank**  
**Attention: Human Resources**  
**PO Box 527**  
**Rochester, IN 46975**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Home Phone: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_

Location(s) for which you are applying (Check those that apply)

Rochester Winamac Bremen Plymouth Elkhart Mishawaka

Type of employment desired: Full-time Part-time Temporary Seasonal

Referral Source: Advertisement Employee Relative Employment Agency Web site

If your application is considered favorably, on what date would you be available to work? \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If yes, may we contact your current employer? \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_ If yes, please give date(s): \_\_\_\_\_

Have you ever been employed here? \_\_\_\_\_ If yes, please give date(s): \_\_\_\_\_

Are you 18 years of age or older? Yes No

Have you ever been convicted of a crime involving dishonesty, breach of trust, money laundering, or a financially-related crime that has been expunged, but is still accessible via court order? Yes No

If yes, was the crime expunged via Indiana Code 35-38-9? Yes No

Are you legally eligible for employment in this country? Yes No

## References

Please list references. Do not include employers or relatives.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_ City/State: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_ City/State: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Occupation: \_\_\_\_\_ City/State: \_\_\_\_\_

Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

## Educational Record

Please provide your educational history below. Additional education may be listed on the back of the application.

High School: \_\_\_\_\_ City/State: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
City/State: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
If Yes, Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College: \_\_\_\_\_ City/State: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
If Yes, Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Other: \_\_\_\_\_ City/State: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
If Yes, Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

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## Previous Employment

Start with your present or most recent employer. Please include both paid and volunteer positions.

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Duties: \_\_\_\_\_  
Leaving Duties: \_\_\_\_\_  
What did you like **best** about this job? \_\_\_\_\_  
What did you like **least** about this job? \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Duties: \_\_\_\_\_  
Leaving Duties: \_\_\_\_\_  
What did you like **best** about this job? \_\_\_\_\_  
What did you like **least** about this job? \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Hourly Rate/Salary: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Duties: \_\_\_\_\_  
Leaving Duties: \_\_\_\_\_  
What did you like **best** about this job? \_\_\_\_\_  
What did you like **least** about this job? \_\_\_\_\_

Please list additional employers here.

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
City/State: \_\_\_\_\_ Telephone: \_\_\_\_\_

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## Qualifications

List professional, trade, business or civic activities and offices held:

*Do not include those activities that would tell us your race, sex, religion, national origin or protected status.*

List special accomplishments, publications, awards:

Summarize special skills and qualifications acquired from employment or other experience:

List any additional information you would like us to consider:

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## Certification and Agreement

I certify that all information contained in this application is true and correct.

I understand and agree that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice.

I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The employer is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

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

Date: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

In connection with my application for employment with \_\_\_\_\_

I \_\_\_\_\_, authorize the procurement of a background screening report prior to any employment offer as well as periodic screening during employment should an offer be tendered and accepted. I understand that it may contain information about my background, character, general reputation, mode of living, criminal history, driving record, educational background, and job performance.

I further understand that my credit history may be obtained if necessary and authorized by the exceptions and exemptions listed under the Illinois Employee Credit Privacy Act, which allows credit reports to be obtained and used under the following situations:

- Banks and financial companies
- Insurance companies
- State law enforcement or investigative units.
- State and local government agencies that require the use of an employee's credit history.
- Any entity defined as a debt collector.
- State or federal law requires bonding or other security covering an individual holding the position.
- The duties of the position include custody of or unsupervised access to cash or marketable assets valued at \$2,500.00 or more.
- The duties of the position include signatory power over business assets of \$100 or more per transaction.
- The position is a managerial position which involves setting the direction or control of the business.
- The position involves access to personal or confidential information, financial information, trade secrets, or State or national security information.
- The position meets criteria in administrative rules, if any, that the U.S. Department of Labor or the Illinois Department of Labor has promulgated to establish the circumstances in which a credit history is a bona fide occupational requirement.
- The employee's or applicant's credit history is otherwise required by or exempt under Federal or State law.

I understand that, upon written request within a reasonable period of time, I am entitled to additional information concerning the nature and scope of this pre-employment screening. I hereby release IDENTI-CHECK, Inc., its officers, agents, employees and servants from any liability arising from the preparation of this report or pre-employment screenings relating thereto.

This authorization for release of information includes, but is not limited to, matters of opinion relating to my character, ability, reputation and past performance. I authorize all persons, schools, companies, corporations, and law enforcement agencies to release such information without restriction or qualifications to IDENTI-CHECK, Inc. and any of its officers, agents, employees and servants. I voluntarily waive all recourse and release them from liability from complying with this authorization. I authorize that a photocopy of this release be considered as valid as the original. Under penalties of perjury as provided by law, the undersigned swears and affirms that the information provided is true and accurate.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**CANDIDATE INFORMATION**FULL NAME \_\_\_\_\_  
LAST FIRST MIDDLE

MAIDEN, ALIAS, ETC. \_\_\_\_\_ SEX M F

DRIVERS LICENSE # \_\_\_\_\_ DL STATE \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SSN \_\_\_\_\_

**CURRENT ADDRESS:**

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY \_\_\_\_\_

RESIDED AT ADDRESS FROM \_\_\_\_\_ TO \_\_\_\_\_

**PREVIOUS ADDRESSES:**

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

RESIDED AT ADDRESS FROM \_\_\_\_\_ TO \_\_\_\_\_

**CURRENT EMPLOYER:**

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

**PREVIOUS EMPLOYER:**

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

POSITION \_\_\_\_\_ SUPERVISOR \_\_\_\_\_

BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

**COLLEGE/UNIVERSITY:**

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

DEGREE \_\_\_\_\_ BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

**COLLEGE/UNIVERSITY:**

CITY \_\_\_\_\_ STATE \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

DEGREE \_\_\_\_\_ BEGINNING DATE \_\_\_\_\_ ENDING DATE \_\_\_\_\_

**LICENSES/CERTIFICATIONS:**\_\_\_\_\_  
\_\_\_\_\_

USE ADDITIONAL PAGES AS NEEDED

## Disclosure and Authorization to Obtain Consumer Report

### Disclosure

Please note that in connection with your application for employment and/or ongoing employment with First Federal Savings Bank, we may obtain a consumer report, as defined in the Fair Credit Reporting Act, from a consumer reporting agency. Consumer reports include, but are not limited to, credit reports, criminal background checks and motor vehicle reports.

### Authorization

I hereby acknowledge that I have read the above disclosure and voluntarily authorize First Federal Savings Bank, including its agents and representatives, to obtain a consumer report on me for use in connection with my application for employment or ongoing employment with First Federal Savings Bank. If hired or currently employed, I understand that this authorization will remain on file and will serve as an ongoing authorization, to the extent permitted by law, for a consumer report to be lawfully obtained at any time in connection with my employment.

I further understand that First Federal Savings Bank will provide me a copy of the consumer report if the information in the report is used, in whole or in part, to make decisions regarding my consideration for employment or ongoing employment with First Federal Savings Bank. I understand that the report will be made available to me before any employment decision are made, along with a summary of my rights under the Fair Credit Reporting Act. In addition, I hereby authorize First Federal Savings Bank to share the information received with any person involved in the employment decision about me.

Name: \_\_\_\_\_  
Last First Middle

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files 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 NW, Washington, DC 20552.

- **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 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 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 1-888-5-OPT-OUT.

- **You may seek damages 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. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates  b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street NW, Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks.  b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.  d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center PO Box 1200, Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64105  d. National Credit Union Administration Office of Consumer Protection (OCP) Div. of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street SW, Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act of 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street SW, 8 <sup>th</sup> Floor, Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street NE, Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive, McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357