



EMPLOYMENT APPLICATION

Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Date Available: \_\_\_\_\_

NMLS #: \_\_\_\_\_

Hourly Rate/Salary Desired: \$ \_\_\_\_\_ Are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? \_\_\_\_\_

Do you know anyone who works for our company? If yes, who? \_\_\_\_\_ YES NO

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? YES NO

Have you ever been convicted of a felony? \_\_\_\_\_ If so, please explain: \_\_\_\_\_

Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 To \_\_\_\_\_ YES NO  
 From: \_\_\_\_\_ : \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 To \_\_\_\_\_ YES NO  
 From: \_\_\_\_\_ : \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 To \_\_\_\_\_ YES NO  
 From: \_\_\_\_\_ : \_\_\_\_\_ Did you graduate?   Degree: \_\_\_\_\_

Previous Employment

Please provide information on your employment history for the past 10 years. Explain any gaps of employment.

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO



### Previous Employment

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

*For additional employers, please attach a separate page listing all information for each employer as requested above.*

### Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

### Professional References

(Please list three professional references.)

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_



### Disclaimer and Signature

**Cincinnati Federal is an Equal Opportunity Employer – All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability status, family medical history or genetic information, political affiliation, protected veteran status, or any other characteristic protected by law.**

- *I certify that my answers are true and complete to the best of my knowledge and subject to confirmation by Cincinnati Federal.*
- *I hereby acknowledge notification, in compliance with the Fair Credit Reporting Act, that Cincinnati Federal may make such investigations and inquiries of my personal employment, financial, or other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons contacted from all liability.*
- *In the event of my employment, I understand I am applying for employment which can be terminated at will by either myself or Cincinnati Federal at any time and that nothing contained in any application, manual, brochure, or other Cincinnati Federal materials shall constitute an implied or expressed contract for employment.*
- *I understand that, if employed, I must abide by all company rules and regulations.*
- *If this application leads to employment, I understand that false, misleading, or incomplete information in my application or interview is grounds for dismissal and forfeiture of all related benefits*

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