

Jefferson Parish Employees Federal Credit Union

1221 Elmwood Park Boulevard, Suite 207
 Jefferson, LA 70123
 (504) 736-6144

Personnel Qualification Record

Name _____ Social Security Number _____ (Area Code) Cell Phone _____

Street Address (please do not use P.O. Box) City, State, Zip code _____ How long have you resided here? _____

If less than five years at above address, please complete the information for your previous address.

Previous Street Address (please do not use P.O. Box) City, State, Zip code _____ How long have you resided here? _____

Are you at least 16 years of age? Yes No

Are you legally authorized to be employed in the United States? Yes No

Position Applying For: _____ Salary Requirements? _____ Per month

Have you ever applied with this Credit Union? Yes No Date: _____

Have you ever worked for a credit union? Yes No Have you ever worked for JPEFCU? Yes No

Date: _____ Location: _____ Date: _____ Location: _____

Do you have any relative employed by this Credit Union? Yes No If so, who: _____

Education	School Name	Dates Attended	Course of Study	Graduate	Degree
High School:		From:	College Prep	Yes	
		To:	Vocational	No	
College:		From:	Major:	Yes	
		To:	Minor:	No	
Graduate School:		From:	Major:	Yes	
		To:	Minor:	No	
Technical School:		From:	Major:	Yes	
		To:	Minor:	No	
Other Schooling:		From:	Major:	Yes	
		To:	Minor:	No	

Please give us your employment record, including time in the U.S. military service, if any. Start with your most recent employer. Accuracy of dates is essential. May we contact your present employer? Yes No

Employer, Address, City, State, Zip code				Work Phone
Position	Supervisor	Starting Date	Leaving Date	Monthly Salary
Former Employer, Address, City, State, Zip Code				Work Phone
Position	Supervisor	Starting Date	Leaving Date	Monthly Salary
Former Employer, Address, City, State, Zip Code				Work Phone
Position	Supervisor	Starting Date	Leaving Date	Monthly Salary

In filing this application for employment, I authorize the Credit Union to inquire into all statements made in this application, with full knowledge that any misrepresentations or omissions of facts will prejudice my application for employment, and may, if I become employed, be sufficient cause for dismissal from the Credit Union. If I should be employed, I agree to abide by all the rules and policies of the Credit Union, and I understand I will be on probation for the first three months of employment. Completion of this application by me or its receipt by the Credit Union does not indicate there are any positions open and does not in any way obligate the Credit Union. I understand that as part of normal procedure or processing employment applications and employment requests, a routine inquiry may be made concerning information of character, general reputation, credit, personal characteristics, and mode of living. All applicants are hereby notified that employment applications are valid for sixty days. After sixty days, a new application must be completed.

Should I become employed, I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the Credit Union or me. I understand that the at-will nature of my employment relationship cannot be modified except by an express written agreement signed by the President of the Credit Union and specifically purporting to modify or terminate the at-will nature of my employment relationship with the Credit Union.

I agree and understand that as a condition of my employment and continued employment the Credit Union may from time to time require me to submit to alcohol/drug testing. I understand that if I fail to comply with the Credit Union's request in this regard or fail to furnish the appropriate samples when and as requested, I will not be considered for employment, or, if employed by the Credit Union, will be subject to immediate termination.

I hereby waive and release any and all claims and causes of action whatsoever against the Credit Union or any of its officers and employees and any person, firm or corporation engaged by the Credit Union in the taking of this application, or in conducting any investigation concerning my background, and from any resulting action or non-action by the Credit Union.

Any controversy or claim arising out of or relating to this Agreement and/or Account shall be settled by binding arbitration. The arbitrator shall determine the prevailing party, and the costs and expenses of the arbitration proceeding, including the arbitrator's fees, shall be borne by the non-prevailing party, unless otherwise required by law. The arbitration proceeding shall be conducted before one arbitrator from the American Arbitration Association (the "AAA") under the Commercial Arbitration Rules, including the Supplementary Procedures for Consumer-Related Disputes, of the AAA. Information regarding arbitration, the AAA and the rules of the AAA may be obtained by calling (800) 778-7879 or online at www.adr.org. You and the Credit Union agree that any such arbitration shall be held and conducted in Jefferson Parish, Louisiana. Any and all arbitration under this contract will take place on an individual basis; class arbitrations and class actions are not permitted. **YOU FURTHER AGREE THAT YOU ARE WAIVING THE RIGHT TO TRIAL BY JURY AND TO PARTICIPATE IN A CLASS ACTION.**

Signature of Applicant

Date

Jefferson Parish Employees Federal Credit Union is an equal opportunity employment company. **Jefferson Parish Employees Federal Credit Union** is dedicated to a policy of non-discriminatory employment on the basis of race, creed, color, religion, sex, age, national origin or disability unrelated to job performance. The Credit Union also takes affirmative action to hire qualified disabled veterans, veterans of the Vietnam Era, and disabled persons.



**CREDIT REPORT DISCLOSURE AND AUTHORIZATION
FOR EMPLOYMENT PURPOSES**

As part of its consideration of your application for employment, Jefferson Parish Employees Federal Credit Union may obtain a consumer credit report on you for employment purposes. By signing below, you hereby authorize Jefferson Parish Employees Federal Credit Union to obtain a consumer credit report on you.

Applicant's Signature

Date