



125 Corporate Boulevard  
Yonkers, NY 10701  
Call/Text: 914.220.4900  
www.sumafcu.org

## SUMA FEDERAL CREDIT UNION EMPLOYMENT APPLICATION

### Instructions:

- Please complete entire form indicating "n/a" for any question that is not applicable
- Attach resume or additional pages, if any, to the application package
- Carefully read and sign the last page of the application form

### The application may be:

- Emailed securely.  
Send to [hr@sumafcu.org](mailto:hr@sumafcu.org) with the subject title "**Secure – My Resume**".
- Delivered by hand to any branch manager of SUMA FCU
- Mailed to the address below:

Place the completed and signed application into a sealed envelope marked "Personal and Confidential" and addressed to:

SUMA FCU  
Attn: Ihor Makarenko  
125 Corporate Boulevard  
Yonkers, New York 10701



## Employment Application (please print clearly)

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

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

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

Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Job Interest

Position Applied For: \_\_\_\_\_

Days of the Week: \_\_\_\_\_

Hours Available: \_\_\_\_\_

Availability to Start: \_\_\_\_\_

Referral Source: \_\_\_\_\_

What languages can you speak and understand: \_\_\_\_\_

Do you have any relatives employed by SUMA FCU?    Yes                  No

If yes, please list: \_\_\_\_\_

Have you ever been employed by us before?    Yes                  No

If yes, when? \_\_\_\_\_

Have you ever applied for a position with the credit union before?    Yes                  No

If yes, when and for what position? \_\_\_\_\_

Are you above the minimum working age of 18?    Yes                  No

Are you legally permitted to work in this country?    Yes                  No

Have you ever been convicted of a felony?    Yes                  No

If yes, please explain: \_\_\_\_\_

*A positive response is not an automatic bar to employment with the company.  
The offense for which the person was convicted in relation to the position to which they have applied will be considered.*



**Professional References** (if available)

Please list three references below, excluding relatives and former employers.

Name & Address	Employer, Title & Business Telephone	Home Telephone	Relationship/ Years Known

**Interests**

Use the space below to describe your interests in SUMA FCU and the skills, aptitudes and special training that you feel qualify you for a position with us. You may wish to include participation in civic, professional and/or community activities:

**Education**

Type	Name & Location	Course of Study	Graduated? (Yes, No or Enrolled)



### Employment History

*Fill out if not including a separate Resume/CV*  
(List previous employers, beginning with most recent)

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Supervisor Title: \_\_\_\_\_

Position: \_\_\_\_\_

Full Time      Part Time      Temporary

Dates Employed: From: \_\_\_\_\_

To: \_\_\_\_\_

Your Title and Duties:

Reason for Leaving: \_\_\_\_\_

May we contact?    Yes                  No

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Supervisor Title: \_\_\_\_\_

Position: \_\_\_\_\_

Full Time      Part Time      Temporary

Dates Employed: From: \_\_\_\_\_

To: \_\_\_\_\_

Your Title and Duties:

Reason for Leaving: \_\_\_\_\_

May we contact?    Yes                  No

Company Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Supervisor Title: \_\_\_\_\_

Position: \_\_\_\_\_

Full Time      Part Time      Temporary

Dates Employed: From: \_\_\_\_\_

To: \_\_\_\_\_

Your Title and Duties:

Reason for Leaving: \_\_\_\_\_

May we contact?    Yes                  No



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**BY SIGNING BELOW YOU ARE ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTOOD THE FOLLOWING:**

**Credit History Release**

By completing this application, SUMA FCU has my authorization to conduct a credit report on my credit history and credit standing which will be used for employment purposes only. In the event that I am denied employment in whole or in part, because of information contained in the credit report, SUMA FCU will advise me of the adverse action and supply me with the name, address and phone number of the consumer reporting agency making the report. I acknowledge that a favorable credit history does not increase employment eligibility

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**Application Reference Release**

I hereby authorize SUMA FCU ("the Company") to contact any company, person or educational institution I listed as a reference on my employment application. I hereby allow any company, person or educational institution I listed as a reference on my employment application to disclose any information they may have regarding my qualifications for employment, including but not limited to employment dates, descriptions of jobs performed, salary and wage rates and personal attributes. I agree to release and discharge SUMA FCU and SUMA FCU successors, employees, officers and company, claims, liabilities, and causes of action, known or unknown, fixed or contingent, for providing or receiving any information regarding my qualifications for employment. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

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**At Will Employment Release**

I acknowledge and understand that my employment with SUMA FCU ("the Company") is "at will". This means that either SUMA FCU or the employee may terminate the employment relationship, with or without notice, for any reason, with or without cause. I understand that at will status can only be changed through a written agreement duly authorized and executed by the President of SUMA FCU. Nothing in the Company handbook or any other Company document or statement will be considered as creating guaranteed or continued employment, termination for cause, or any other guarantee or continued benefits. I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I declare that the facts set forth in my application are true and complete. I understand that if I am employed, false information stated in this application shall be sufficient cause for dismissal. This application is current and active for only sixty days. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

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*I declare that the facts set forth in my application are true and complete. I understand that if I am employed, false information stated in this application shall be sufficient cause for dismissal.*

*This application is current and active for only sixty days. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.*

Application Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_