

Employment Opportunities

If you want the career of your dreams, you have to apply yourself.



CHARTWAY[®]
FEDERAL CREDIT UNION 

Apply Today. 

What is the Chartway Difference? You.

When you join the Chartway family, you become affiliated with one of the top 100 credit unions in the nation. Since 1959, we've offered better rates and superior service to our members. As a Chartway employee, you can help us continue this tradition of excellence.

Our Employees are Our Most Valuable Players.

"People Helping People," is not only the credit union motto, it is something that employees experience and deliver every day. Our employees are our greatest assets—the true measurement of our success. From an extensive in-house training program, generous tuition reimbursement program, and internal recruitment to a comprehensive benefits package, Chartway consistently delivers on our promise of "people helping people."



- » Competitive Salary
- » Comprehensive Medical Plan
- » Life & Disability Insurance
- » Generous Leave Policy
- » 401(k) Plan
- » Tuition Reimbursement

Application for Employment

Full Time Part Time Peak Internship

Applications will remain active for 90 days after the date of application. Prior to employment, applications must be updated by applicant to provide current information.

Chartway is proud to be an Equal Opportunity Employer. We will not discriminate in terms or conditions of employment against applicants or employees nor will we permit harassment or retaliation on the basis of race, color, religion, sex, national origin, age, non-disqualifying disability, genetic information, marital or veteran status, or sexual preference.

Position Applied for: _____ Date of Application: _____

Full Name: _____ Social Security No.: _____
(Last) (First) (Middle)

Home Phone: _____ Cell Phone: _____ Email: _____

Present Address: _____
(Street) (City) (State) (Zip)

Why do you want to work for Chartway?

What makes you especially suited to work in a service-oriented environment?

How would you make Chartway a better organization?

What did you enjoy most about your previous employment? Why?

What aspect of your previous employer did you like the least? Why?

What was the best job you ever had? Why?

PERSONAL HISTORY					
How did you hear about Chartway?	<input type="checkbox"/> Agency <input type="checkbox"/> Advertising <input type="checkbox"/> Employee <input type="checkbox"/> Internet <input type="checkbox"/> Social Network: _____ <input type="checkbox"/> Other: _____				
Have you been employed by Chartway before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Department: _____ Supervisor: _____				
Do you have relatives working at Chartway?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Name: _____ Relationship: _____				
If you are not a U.S. Citizen, identify your legal authorization to work in the U.S.:		Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION					
Type	School Name / Address	Years Completed	Did You Graduate?	Major	Degree/Diploma/Certification
High School		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
College		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Graduate Study		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Other		1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			

WORK EXPERIENCE All experience must be accounted for to include regular, temporary, military, and volunteer work. Start with current or most recent position.							
From (MO/YR)	To (MO/YR)	Employer Name / Address	Phone #	Position Held	Supervisor's Name	Salary per wk/mo/yr (Beginning/Ending)	Reason for Leaving

WORK HISTORY	
Have you ever been discharged or asked to resign by an employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain: _____ <small>Use additional sheet if necessary.</small>
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain: _____ <small>Use additional sheet if necessary.</small>

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT: Use additional sheet if necessary.

PROFESSIONAL REFERENCES		
Name	Company Name	Phone #

Some Understandings Regarding Chartway Employment

As a Condition of Employment Consideration, Each Paragraph Must be Read and Initialed Before the Application is Signed

(Initial) I understand that a false statement or omission of facts and circumstances on this application and/or other documents related to my qualifications and background, such as resumé, etc., may be grounds for not hiring or for terminating me after I begin employment. I certify that to the best of my knowledge and belief, all statements are correct, complete, current and made in good faith. I will attach information as necessary to meet this disclosure requirement.

(Initial) If employed, I understand that I will be subject to, and agree to abide by, Chartway's policies, procedures and rules as described in the Code of Ethics, Employee Handbook, Human Resources Policy Guide and other such documents. I also understand that I may be required to agree and submit to alcohol and/or substance abuse tests and/or medical examinations prior to my employment by Chartway and to periodic testing thereafter in accordance with applicable Chartway polices and/or state law. Refusal to submit to alcohol and/or substance abuse testing may result in termination.

(Initial) I understand and agree that employment within Chartway is governed by the principle of at-will employment, which means that at the option of Chartway or myself, employment and compensation can be terminated with or without cause and with or without notice, at any time and without liability for doing so. I understand that no Supervisor, Manager or Representative of Chartway other than the CEO or the CEO's designee has the authority to enter into any agreement for any specified period of time, and then, only in writing, make any agreement contrary to the foregoing.

(Initial) I understand and agree that my hours of work, assignments, and location may be altered to meet the business needs of Chartway.

(Initial) I agree that Chartway may, without my further notice or consent, make lawful use of any photographic or video image it may take or cause to be taken of me.

(Initial) I understand that I may be offered employment even though certain background checks, investigations, medical examinations, and checking of references may not have been completed. If such inquiries establish information which in Chartway's opinion makes me unqualified, I understand my offer of employment may be revoked, or if I have begun work, my employment may be ended promptly.

(Initial) I consent to the release of information to Chartway from current (if checked in the Work History section below) and former employers, schools, law enforcement agencies and other individuals and organizations relevant to my consideration for employment. Such parties may rely upon this authorization as a waiver of any claim whatsoever I may have as a result of the party responding candidly to an inquiry from Chartway. I also understand that Chartway has the right to circulate my employment application and any attachments (i.e. resumé, etc.) throughout Chartway to those with a business need to use such information. I also authorize Chartway to provide truthful information concerning my employment to prospective employers, and I agree to hold Chartway harmless for providing such information.

(Initial) I authorize Chartway to verify that I am bondable through CUMIS Insurance Society.

(Initial) I understand and agree that if I accept employment, I voluntarily consent to Chartway searching my person, personal articles and effects on request of management, and that except as required by state law, I should have no expectation of privacy in the workplace.

(Initial) I acknowledge that Chartway has disclosed to me that a credit report(s) may be obtained for employment purposes.

Have you ever **pleaded guilty or been convicted of a crime other than a minor traffic violation?**

Note: Reckless driving and/or DUI/DWI must be disclosed..

Yes No *Note: Information is subject to verification through a Criminal History Record Check. Existence of a criminal record does not automatically preclude employment.*

If yes, provide a full explanation including offense(s), courts where conviction(s) occurred and date(s).

Signature

Date

Resume Provided: Yes No

Disclosure to Consumer and Consumer Authorization for Procurement of Credit Report for Employment Purpose



I, _____, acknowledge that Chartway Federal Credit Union (CFCU) has disclosed to me that a credit report(s) may be obtained for employment purposes and I hereby authorize the procurement of a credit report(s) by CFCU for employment purposes. I understand that the term "for employment purposes" means the use of a credit report in evaluating a consumer for employment, promotion, reassignment or retention as an employee.

My authorization is based on my understanding that if CFCU uses a credit report for employment purposes, before taking any adverse action based in whole or in part of the report, CFCU will provide to me a copy of the credit report and description of my rights under Section 609(c)(3) of the Fair Credit Reporting Act.

Consumer:

Printed Name: _____ Social Security No.: _____
(Last) (First) (Middle)

Present Address: _____ (Street) _____ (City) _____ (State) _____ (Zip)

Signature Date

Voluntary Affirmative Action Information

(Completion of the information requested below is for federal reporting purposes.
Applicants may decline to complete this form without penalty.)



We consider applicants for all positions without regard to race, color, religion, sex, national origin, non-disqualifying disability, genetic information, age, veteran status or any other legally protected status.

The following information is to be completed by applicant and is not used for interview or selection purposes. The information will be filed separately from the application.

As required, we comply with government regulations concerning Affirmative Action. In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations, we ask that you complete this applicant data survey. Your cooperation is appreciated.

Please be advised that this survey is not a part of your official Employment Application. It is considered confidential information that will not be used in any hiring decision.

Position Applied for: _____ Date of Application: _____

Referral Source

Walk-in Employee Relative School Government Employment Agency Private Employment Agency

Advertisement Source _____ Other _____

Applicant Information

Full Name: _____ Home Phone: _____
(Last) (First) (Middle)

Present Address: _____ _____ _____ _____
(Street) (City) (State) (Zip)

Male Female

Please check one of the following Equal Employment Opportunity Identification Groups:

White Black (not of Hispanic origin) Hispanic/Latino Asian American Indian/Alaskan Native

Native Hawaiian/Pacific Islander Two or More Races