



**Federal Credit Union**

P.O. Box 62229

Charleston, S.C. 29419-2229

Telephone: (843) 747-6376 FAX: (843) 747-0906

## AFFIRMATIVE ACTION INFORMATION FORM

***CPM Federal Credit Union is an Equal Opportunity/Affirmative Action H/V employer. We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, handicap or any other legally protected status.***

The information requested below is for compliance with requirements for government record keeping and reporting. ***Submission of this information is voluntary.*** The information you provide will not be used in any hiring decision and will be kept confidential in accordance with applicable laws and regulations.

### Voluntary Survey

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

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

Position applied for: \_\_\_\_\_

Location: \_\_\_\_\_

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

***Please check the correct response for each category:***

**What is your marital status?**

Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_  
Other \_\_\_\_\_

**What is your race/ethnic heritage?**

American Indian/Alaskan Native \_\_\_\_\_ Asian \_\_\_\_\_ Black \_\_\_\_\_ White \_\_\_\_\_  
Hispanic/Latino (All Races) \_\_\_\_\_ Hispanic/Latino (White Race Only) \_\_\_\_\_  
Hispanic/Latino (All Other Races) \_\_\_\_\_ Hawaiian/Pacific Islander \_\_\_\_\_

**What is your sex?** Male \_\_\_\_\_ Female \_\_\_\_\_

**Are you a Vietnam era veteran?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Do you have a disability?** (A person with a disability is defined as any person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.)

Yes \_\_\_\_\_ No \_\_\_\_\_

***Mail this form to Human Resources separately from application.***



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## **APPLICANT NOTICE OF ROUTINE INQUIRY**

In processing this employment application, CPM Federal Credit Union may request that a routine inquiry be prepared, which may include information concerning your character, general reputation, personal characteristics and mode of living. Upon your written request to CPM's Human Resources Department, additional information as to the nature and scope of this report, if one is made, will be provided to you.

Revised: 12/17/04



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## **APPLICANT AUTHORIZATION FOR ROUTINE INQUIRY**

I hereby acknowledge that I have read the Notice of Routine Inquiry and understand the same. I expressly authorize investigation into the information concerning my character, general reputation, personal characteristics, and mode of living, and I consent to the release of any information concerning the above including, but not limited to, any information concerning my education, criminal or credit history. I agree to hold any individual or entity possessing this information harmless from any potential liability that may be associated with the release of such information to CPM Federal Credit Union.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Revised: 12/17/04



## Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Educational Background

NAME AND LOCATION	DATES ATTENDED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

## References

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	( )	
	( )	
	( )	

## Referral Source

How did you hear about us?       CPM Website       Response to Ad       Agency Referral       College Recruiting  
 Internal       Walk-In       State Employment Agency       Job Fair  
 Employee Referral       Write-In       Other \_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with CPM Federal is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from CPM Federal's service, whenever it is discovered.

I expressly authorize, without reservation, CPM Federal, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding CPM Federal, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that CPM Federal does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from CPM Federal and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and CPM Federal reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of CPM Federal is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless that are in writing and signed by CPM Federal's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_