



Internal Job Application Form

Posted Position: _____

Today's Date: _____

Name: _____

Date of Hire: _____

Current Position: _____

Time in Current Position: _____

Cell Phone: _____

Please describe your qualifications (your background and experience) that make you a good candidate for this position.

Below, list positions you have held while at Heartland Credit Union.

Position Held:

From/To:

_____	_____
_____	_____
_____	_____

Describe your education background including majors, minors and areas or special interest or study.

Highest Degree Earned: _____

School: _____

List work-related training and certifications.

Why do you wish to change positions?

Signature: _____

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DISCLOSURE

WARNING: PLEASE READ CAREFULLY

Heartland Credit Union may conduct credit checks and obtain consumer reports from consumer reporting agencies (including credit bureaus) for employment purposes.

AUTHORIZATION

WARNING: PLEASE READ CAREFULLY

FCRA Authorization to Obtain a Consumer Report (Background/Credit Check)

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Heartland Credit Union and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records, motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Heartland Credit Union or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Applicant's Signature

Date