

# Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department

Position(s) applied for	Date of application
Name	Social Security #
Last                      First                      Middle	
Address	
Street                      City/State/Zip	
Phone #	Cell #                      Email
Referral Source (How did you hear about us?)	

If you are under 18 and it is required, can you furnish a work permit?.....  Yes  No

If no, please explain: \_\_\_\_\_

Have you ever applied for work here before? If yes, give dates and position(s):  Yes  No

\_\_\_\_\_

Are you legally eligible for employment in this country?.....  Yes  No

Date available for work..... What is your desired salary?...

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime?.....  Yes  No

(You need not disclose records of crimes that have been expunged.)

If yes, please provide date(s) and details: \_\_\_\_\_

Are there any times of the day, days of the week or days during the year that you cannot work?

Times of the Day: \_\_\_\_\_ Days of the Week: \_\_\_\_\_

Days During the Year: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Phone #	Dates employed: _____ to _____
Street Address	<b>Compensation (Starting)</b>	
Starting job title/final job title	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____	
Immediate supervisor and title	Commission/Bonus/Other \$ _____	
May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Compensation (Final)</b>	
Why did you leave?	<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____	
Summarize work performed and responsibilities:	Commission/Bonus/Other \$ _____	

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May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Compensation (Final)
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May we contact for reference <input type="checkbox"/> Yes <input type="checkbox"/> No		Compensation (Final)
Why did you leave?		<input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per
Summarize work performed and responsibilities:		Commission/Bonus/Other \$ _____

**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position you are applying for:

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing	_____ Years:	<input type="checkbox"/> Presentation	_____ Years:
<input type="checkbox"/> Spreadsheet	_____ Years:	<input type="checkbox"/> Other	_____ Years:

**Educational Background**  
Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
		<input type="checkbox"/> Degree <input type="checkbox"/> Other		
		<input type="checkbox"/> Certificate		
School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
		<input type="checkbox"/> Degree <input type="checkbox"/> Other		
		<input type="checkbox"/> Certificate		
School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED		
		<input type="checkbox"/> Degree <input type="checkbox"/> Other		
		<input type="checkbox"/> Certificate		

**References**

List name and phone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Phone	Years Known

## Applicant Statement

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

I expressly authorize, without reservation, the employer, 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 the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. The bank will abide by the Fair Credit Reporting Act, including obtaining written consent, informing applicants/employees of their rights, and sending reports applicant if any consumer/investigative report is obtained.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating 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 from the date below. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me 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 with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or 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 the employer 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 they are in writing, signed by the employer's president, and specifically acknowledge that they are an exception to this policy.

I also 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.

This Company is an equal opportunity employer and does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, sexual orientation, gender, gender identity, race, color, religion, national origin, citizenship, age, disability, genetics, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly, thoroughly, and impartially in a confidential manner with appropriate action promptly taken.

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) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**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 \_\_\_\_\_