

# Application For Employment



\* We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or any other legally protected status.

(Please Print)

Position(s) Applying For	Date of Application
How Did You Learn About Us?	Desired Salary:

Explain \_\_\_\_\_

Last Name		First Name		Middle Initial	
Address	Number	Street	City	State	Zip Code
Telephone Number (where you can be reached) ( ) -		Best Time		Email Address	

Are you over 18 years of age?  Yes  No

Have you ever filed an application with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes  No  
If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Summer  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Can you work overtime if a job requires it?  Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	City, State			
	Telephone Number			
	Job Title			
	Supervisor			
	Reason for Leaving	Current/ Final Salary		Number of employees supervised?

2.	Employer	Dates Employed		Work Performed
		From	To	
	City, State			
	Telephone Number			
	Job Title			
	Supervisor			
	Reason for Leaving	Salary		Number of employees supervised?

3.	Employer	Dates Employed		Work Performed
		From	To	
	City, State			
	Telephone Number			
	Job Title			
	Supervisor			
	Reason for Leaving	Salary		Number of employees supervised?

# Education

	Name & City, State of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

SPECIALIZED SKILLS • Check skills/Equipment Operated			
Years Training/ Experience		Years Training/ Experience	
_____ Customer Service _____	_____	_____ Personal Computer Skills _____	_____
_____ Calculator/10Key _____	_____	_____ Word _____	_____
_____ Proof Operation _____	_____	_____ Excel _____	_____
_____ Loan Processing _____	_____	_____ Access _____	_____
_____ Cash Handling _____	_____	_____ Powerpoint _____	_____
		_____ Other _____	_____

**List professional, trade, business or civic activities and offices held.**

*(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, sexual orientation, gender identity or other protected status).*

**OTHER QUALIFICATIONS** • Describe any specialized training, job skills and qualifications you feel may be helpful to us in considering your application.

**References (include a minimum of one professional/business reference)**

1.	_____	_____	_____
	(Name)	(Relationship)	(Years Known)
	_____	( )	_____
	(City, State)		Phone #
2.	_____	_____	_____
	(Name)	(Relationship)	(Years Known)
	_____	( )	_____
	(City, State)		Phone #
3.	_____	_____	_____
	(Name)	(Relationship)	(Years Known)
	_____	( )	_____
	(City, State)		Phone #

I certify that answers given herein are true and complete to the best of my knowledge. I understand that omission or misrepresentation of facts may be grounds for rejection of this application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should submit a new application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date