## **Application for Employment**

We are an Equal Opportunity Employer. Applicants are considered for employment solely on the basis of their qualification and without regard to race, color, religion, national origin, sex, marital status, age, disability, citizenship status, or other protected classification. Employment with our company is at the will of the employee and the employer.

Date	Position Applied For/Loca	ition					Salary Requirem	ents	
Date Available for Employment	Deferral Course	□ lob	Foir		ah a al Dia sama	nt Office	\$	□ Tomporom, Agono,	
Date / Wandbie for Employment	Referral Source			☐ School Placement Office				☐ Temporary Agency	
	□ Walk-In		ertisement		tate Employme			☐ Personnel Agency	
	□ Mail-In	□ Emp	oloyee		Civic Organizati	on		□ Other	
	Name of Referral		Are there any ho	urs that you wou	d he unable to	T			
Check appropriate employ	ment desired (only on	e):	work?	ours triat you wou	d be dilable to	If you are present	y in school, what	hours/days are your classes?	
	□ Full-time □	Temporary		□ Yes □ N	o Explain:				
	□ Part-time □	Summer							
If you checked part-time, tempora	ary or summer, specify why.		Will you conside	r working nights?					
			Preferred Hours:	□ Yes □ N	0				
Basic Information - Plea									
Name: (In Full) Last - First - Middle	2								
Please indicate other names you h	nave used in previous emplo	yment or schooling	g. State name and	dates:					
Residence: Street Address				City		State		Zip Code	
Home Telephone			Message Telepho	one		Social Security Nu	mber	1	
( )			( )						
Do you have the required of		•	requirea aocu	mentation tha	t would permit	Are you under	18 years of	□Vec	
lawful employment in the I						age?		□ Yes	
Have you ever applied for e	employment with us?	NO		Have you ev	er been employe	d here hefore:		□ No	
1	s □ No If yes, dat	۵.		liave you ev	-	☐ Yes ☐ No If yes, date:			
Do any of your friends or re			and relationsh	ip.		l Ito II ye	5, uutc.		
	s □ No	, , ,		•					
Previous Addresses Dur	ing the Last Three Y	ears							
	reet Address		City		State	Zip	From	То	
			,						
SPECIAL SKILLS: Check boxe	es for training and exp	erience. Star b	oxes which ind	licate strong q	ualifications.				
□ Accounting	- 1					□ Personal cor	mputer		
□ Bookkeeping	□ Proof machine				□ Excel				
□ Calculator	☐ Shorthand ( words per minute)			□ Word					
□ CRT		□ Transcribing machine				□ Access			
□ Computer electronics ma						Other PC programs			
□ Data entry	□ Word Processing				□ Desktop pub	olishing			
□ Microfilm □ Other									
List any education or traini	ng received related to	the position ap	plied for (e.g.,	customer rela	tions, credit, sup	ervision, etc.):			

## List all additional Employers on a supplemental Sheet

EMPLOYER (present or last):				Supervisor's Name
Street Address	City	State	Zip Code	Area Code/Phone Number
Job Title:	□ Part-time	Base Salary (Annual or Hourly Start Fir	· •	Dates Employed (Month/Year): From To
Describe responsibilities:				
Reason for leaving:				
Presently employed: ☐ Yes ☐ No		May we contact this Employe	er to obtain a reference:	□ Yes □ No
EMPLOYER (previous):				Supervisor's Name
Street Address	City	State	Zip Code	Area Code/Phone Number
Job Title:		Base Salary (Annual or Hourly		Dates Employed (Month/Year):
☐ Full-time  Describe responsibilities:	□ Part-time	Start Fir	nal	From To
Reason for leaving:				
Presently employed: ☐ Yes ☐ No		May we contact this Employe	er to obtain a reference:	□ Ves □ No
EMPLOYER (previous):		way we contact this Employe	er to obtain a reference.	Supervisor's Name
Street Address	City	State	Zip Code	Area Code/Phone Number
Job Title:  □ Full-time	□ Part-time	Base Salary (Annual or Hourly Start Fir	· •	Dates Employed (Month/Year): From To
Describe responsibilities:				
Reason for leaving:				
Presently employed: ☐ Yes ☐ No		May we contact this Employe	er to obtain a reference:	□ Yes □ No
EMPLOYER (previous):				Supervisor's Name
Street Address	City	State	Zip Code	Area Code/Phone Number
Job Title:  □ Full-time	□ Part-time	Base Salary (Annual or Hourly Start Fir		Dates Employed (Month/Year): From To
Describe responsibilities:	□ rait-tille	StartFII		10
Reason for leaving:				
Presently employed: ☐ Yes ☐ No		May we contact this Employe	er to obtain a reference:	□ Yes □ No
UNEMPLOYMENT: State all Intervals of	unemployment, i			
From (Mo./Yr.):		o./Yr.):		
From (Mo./Yr.):		o./Yr.):		
Military	·			
Have you ever served in the Armed For	ces?	Date of Duty: Fr	om:	То
, □ Yes	□ No	Rank at Dischar		
Type of Military Duties:				

## **EDUCATION AND TRAINING**

(Please list all high schools, colleges and special courses attended, time at each and grades completed. Also list below any professional designations or American Institute of Banking courses completed.)

Name of School		City and State No of Years Co		Major Studies, Degree	Grade Average		
High School							
Business							
College							
Graduate							
American Institute of Banking, Institute of Financial Educa	tion or Other Related C	ourses		Date			
Other (describe)							
Professional Designations/Licenses							
If you did not graduate, why did you leave school or colleg	ge?						
	If so,		When?	Where?			
Are you attending school or	☐ Day School	☐ Night School					
planning to pursue further studies?	What course?	ie?					
□ Yes □ No							
		JOB INFORM	MATION				
Have you ever been asked to resign or been discharged from any position? ☐ Yes ☐ No							
If yes, please explain.							
Have you ever been placed on probation, counseled, warned or disciplined for tardiness, absenteeism, or work performance?							
If yes, please explain.							
Have you ever been bonded? ☐ Yes	□ No Refused Bond? □ Yes			□ No			
State approximately the number of days, including partial days you were absent from work or school in the past 12 months.							
Have you ever been convicted or pled guilty to a criminal offense (including but not limited to robbery, embezzlement, forgery, perjury, etc.) other than minor traffic offenses?							
☐ Yes ☐ No If yes, please explain.							
Have you signed a patent/confidentiality agreement or ag	reement not to compet	e with your current or form	er employer?	□ Yes	□ No		
If yes, explain.							
PERSONAL REFERENCES (Not Former Employers or Relatives)							
				How do you know this perso (Friend, Business Associate			
Name	Occupation	Add	dress	Professional, Neighbors)	Phone Number		
1.							
2.							
2							

		Home Phone	Business Phone	
		Home Phone		
		Home Phone		
This Company does not discriminate citizenship status nor does this Company Company discriminate against Vietnam er without reasonable accommodation. No been discriminated against in any prohibi be investigated further.  This application will be given every of This Company, at its own expense, a difficult to secure this bond and the Company, at its own expense, a difficult to secure this bond and the Company of the Employer liability as a result of such contact. I under from further consideration for employme I hereby acknowledge that I have reaforementioned consumer report. I under equirement to take a post-offer, pre-empto perform the essential functions of the condition of initial and continued employ substances. I further understand that fail termination and that the results of these.  It is agreed and understood that this the terms and conditions stated on this all either the Company or me. It is agreed an employment. Additionally, the Employment.	DISCLO  In hiring or any employment pract discriminate against any employee a veterans or veterans with disabil question on this application is inter- ted manner during this selection pro- consideration, but its receipt does not be a surety bond on each company may be unable to offer emplor  STATEN  In are true and complete to the be permission to contact schools, pre- constand that misrepresentations, or not or may result in my dismissal, should be the toregoing disclosure statem estand that any offer of employment physical examination. I a ob according to the standards set I ment, I may be requested to submit ure to comply with the request to obtain the toregoing the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit ure to comply with the request to obtain the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards set I ment, I may be requested to submit the standards of the standards of the standards of the standards the standards of the standards of the standards of the standards the s	SURE STATEMENT tice on the basis of race, color, religion applicant for employment becausities. Applicants will be considered anded to secure information to be us rocess, please ask to speak to the Equator of its employees. Unless your backgrown in certain positions.  MENT AGREEMENT  Is of my knowledge. I authorize the evious employers, references, and almissions of facts, or incomplete informould I be employed. ent and understand the contents. I ent and my continued employment in the company, with or without religion to the company, with or without religion to the company of the my obligates the Company to employment in the contents of the company to employment in the company to employment in the company to employment in any of the benefit programs of Company policy is not a contract, extend that only the Chairman of the	ous creed, national origin, sex, ancestry, age, or use of physical or mental disability, nor does this regardless of disability If otherwise qualified with or used for such discrimination. If you feel that you have qual Opportunity Coordinator in order for the matter to discrement of the matters contained in this discrement of the matters, and hereby release the employer from any remation requested in this application may remove me authorize the preparation and use of the nortinued employment is conditioned on my being able assonable accommodation. I understand that as a allysis that test for illicit drugs, alcohol or controlled cohol or controlled substances will subject me to dist.  Soloy me and that any offer of employment is subject to definite duration and may be terminated at will by of the Company does not create a contract of a should not be construed as a contract and cannot be company has the authority to establish a contract of contract	
Date	Signature			
		nel Department Use Only		
Date of employment	,	er anone is decepted,	Salary(Hr., Mo., or An.)	
Location:	Division:	Salary Grade:	Job Code:	
Supervisor:	Department:	Cost Center:	Shift:	
Classification:	Benefits Waiti	ing Period:		
Source of hire:		Date:	Authorization Signature:	