



Application For Employment

We are pleased that you are interested in applying for a position with our financial institution. This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons 40 and over or on the basis of a handicap not limiting the applicant's ability to perform satisfactorily the job available. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the institution makes no commitment of employment to the applicant.

Basic Information: *(Please print in ink)*

Date: _____ Social Security Number: _____

Name: _____
First Middle (full name) Last

Current Address: _____

City, State, Zip: _____

Telephone: _____ Email: _____

At what telephone number can you be reached during the day?: _____

Position Applied For: _____ Location: _____

Full Time Part Time Summer Other _____

Salary Requirement: _____ Date Available: _____

How were you referred to us?: _____

Do you have any friends/relatives employed by us?: Yes No

If yes, please give their name and relationship: _____

For purposes of verifying past employment or school attended, please indicate if you have been known by a different name:



Work History:

(Start with your present or most recent job. List self-employment, summer and part-time jobs. Include employers located in the United States only.)

1 Company:	Address:	Telephone:
Date Employed: From To	Salary: Starting Leaving	Supervisor:
Your Duties:		
Reason for Leaving:		

2 Company:	Address:	Telephone:
Date Employed: From To	Salary: Starting Leaving	Supervisor:
Your Duties:		
Reason for Leaving:		

3 Company:	Address:	Telephone:
Date Employed: From To	Salary: Starting Leaving	Supervisor:
Your Duties:		
Reason for Leaving:		

4 Company:	Address:	Telephone:
Date Employed: From To	Salary: Starting Leaving	Supervisor:
Your Duties:		
Reason for Leaving:		

May we contact the above employers for reference checking purposes? Yes No

Please identify, by number, any employer you do not wish us to contact: _____



Education:

Name	Address	Major / Course Subject	Years Completed	Month/Year Graduated	Degree
High School/Preparatory					
Business School					
College					
Graduate Work					
Other (Describe)					

If you did not graduate, why did you leave school or college?: _____

Are you planning to pursue further studies? Yes No

If so, when, where and what coursework? Day School Night School

Other Skills:

(Use the space below to identify any specific job skills or software proficiencies you may have. If you need more space, please continue on a separate sheet.)

Interests:

(Use the space below to describe your interest in the financial industry and the skills and aptitudes that you feel qualify you for a position at this institution. You may wish to include civic and community activities, professional societies in which you participate, hobbies, or sports. If you need more space, please continue on a separate sheet.)

Convictions:

Have you ever been convicted of any crime? Yes No

If so, please explain. (A conviction itself does not constitute an automatic bar to employment, and will be considered only insofar as it relates to fitness to perform the job in question.)

References:

Please list the names, addresses and **phone numbers** of three personal references, excluding relatives and former employers.

- 1) _____
- 2) _____
- 3) _____

Certification & Assent:

I hereby certify that the statements I have made are true, and, if I am subsequently employed by you, that I may be subject to discharge if they are found to be false. I agree to a physical examination by a doctor of the institution's choice. I also understand that employment and continued employment may be conditional upon securing and retaining a surety bond, issued by a company selected by the institution.

I hereby acknowledge that I have read the above statement and understand the same.

Applicant's Signature

Institution Representative

Date

