



Employment Application

Citizens State Bank of Waverly

An Equal Opportunity Employer

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration.

Name _____ Date _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? _____

Are you at least 18 years or older? _____

(If no, you may be required to provide authorization to work.)

Have you ever been terminated from employment or asked to resign by an employer? _____

If yes, please provide company name(s) and details _____

Can you work until 5 pm? _____ Saturdays 8:45 am – noon _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

REFERRAL SOURCE

How did you hear about us? Walk In Advertisement print ad/online Referral
Highway Sign Online job board Other _____

Have you ever worked for this company before? _____

Explain _____

Do you know anyone who works for our company? _____

If yes, who? _____

EDUCATION		Years Attended	Degree Received	Subjects studied and/or Major
High School				
College or University				
Trade, Business or Correspondence School				

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

COMPUTER SKILLS (please indicate/add programs/applications and skill level):

MS Office Suite Word Excel PowerPoint Access

Banking Systems: _____

Graphics/Other Programs: _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Known
1			
2			
3			

EMPLOYMENT HISTORY Include your *last seven (7) years of employment history*, including periods of unemployment, starting with the most recent and working backwards in time. **A resume is not acceptable as a replacement for completing the information requested below. Incomplete information could disqualify you from further consideration.**

Employer #1			
From	To	Employer Name	Telephone
Job Title		Address	
Direct supervisor & title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
Employer #2			
From	To	Employer Name	Telephone
Job Title		Address	
Direct supervisor & title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	

Employer #3			
From	To	Employer Name	Telephone
Job Title		Address	
Direct supervisor & title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	

Please use this space to document additional employment history.

Please read carefully before signing.

Citizens State Bank of Waverly is an equal opportunity employer. Citizens State Bank of Waverly does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Citizens State Bank of Waverly to hire me. If I am hired, I understand that either Citizens State Bank of Waverly or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Citizens State Bank of Waverly has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Citizens State Bank of Waverly true and complete information on this application. No requested information has been concealed. I authorize Citizens State Bank of Waverly to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE