



# 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? \_\_\_\_\_ Until 6 pm? \_\_\_\_\_ Saturdays 7:45 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 Other \_\_\_\_\_

Have you ever worked for this company before? \_\_\_\_\_

Explain \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_\_\_

If yes, who? \_\_\_\_\_

<b>EDUCATION</b>		<b>Years Attended</b>	<b>Degree Received</b>	<b>Subjects studied and/or Major</b>
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.

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**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.*

<b>Employer #1</b>			
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	
<b>Employer #2</b>			
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**