



# AMERICAN STATE BANK

## Application for Employment

Equal Opportunity Employer: Our policy is to abide by federal and state laws prohibiting employment discrimination based on a person's race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, veteran status, or any other protected characteristic.

Date \_\_\_\_\_ Telephone \_\_\_\_\_  
Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_ ZIP \_\_\_\_\_  
E-mail address \_\_\_\_\_ Last four digits of Social Security # \_\_\_\_\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you subject to any type of agreement with a current or former employer or entity that would restrict your ability to work here (e.g., non-compete, confidentiality, non-disclosure)?  Yes  No

If yes, explain and provide copy of agreement \_\_\_\_\_

Position applying for \_\_\_\_\_

How did you hear of job opening? \_\_\_\_\_

Are you presently employed?  Yes  No May we contact your present employer?  Yes  No

Date available for work \_\_\_\_\_

Expected range of starting pay: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per  Hour  Year

Type of work you would consider:  Full time  Part time  Temporary

Which do you prefer?  Full time  Part time  Temporary

What hours are you available? \_\_\_\_\_

Are you willing to work overtime?  Yes  No

Are you able to travel if needed (for training, for example)?  Yes  No

Have you been employed here before?  Yes  No or applied here before?  Yes  No

If yes, please give location and dates \_\_\_\_\_

If driving may be required in the job for which you are applying, please provide information below.

DL# \_\_\_\_\_ Issuing State \_\_\_\_\_

Please list skills applicable to position applying for \_\_\_\_\_

\_\_\_\_\_

List any languages that you speak fluently \_\_\_\_\_

List any languages that you read/write fluently \_\_\_\_\_

Have you ever been fired or asked to resign from a job?  Yes  No

If yes, please describe conditions. \_\_\_\_\_

\_\_\_\_\_

**Criminal Record Information:**

Criminal convictions or arrests will not automatically disqualify an applicant from employment. Do not include convictions that were sealed, eradicated, erased, pardoned, annulled by a court, expunged, or deferred and withdrawn.

Have you ever been convicted of, or pled guilty or no contest to, a criminal offense?  Yes  No

Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial?  Yes  No

If yes to either question, please provide the date(s) and describe the conditions so the individual circumstances can be considered. \_\_\_\_\_

\_\_\_\_\_

**Education**

High School \_\_\_\_\_ Location \_\_\_\_\_ Years completed \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

College \_\_\_\_\_ Location \_\_\_\_\_ Years completed \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

College \_\_\_\_\_ Location \_\_\_\_\_ Years completed \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

Other training \_\_\_\_\_ Location \_\_\_\_\_ Years completed \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

Please list any scholastic honors received and offices held in school.

\_\_\_\_\_

Are you planning to continue your studies?  Yes  No If yes, when, where, and what courses of study? \_\_\_\_\_

In addition to your work history, are there other skills, software knowledge, license and/or certificates, training, qualifications, or experience that we should consider?

---

---

---

**Employment History (Start with most recent employer) Use multiple pages if needed**

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Explain any gaps in employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_  
\_\_\_\_\_

### References

List three references, not related to you, who have known you for more than one year.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Occupation/Association \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Occupation/Association \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_

Occupation/Association \_\_\_\_\_

### Emergency Contact

In case of emergency, please notify:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

I certify that all information provided by me on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application. I understand that if any false or misleading information, misrepresentations, or significant omissions of requested information are discovered at any time, I may be disqualified from further consideration for employment, and if employed, my employment may be terminated.

I authorize my previous employers, schools, and persons listed as references to give any information regarding my employment or educational record and any pertinent information they may have concerning me, personal or otherwise. I authorize American State Bank to obtain consumer reports concerning my background for pre-employment purposes, and if hired, at any time during my employment. These reports may contain a records check of my credit, driving, criminal, education, degrees, professional licenses and/or certification records. I release all parties, including American State Bank, from liability for any damage that may result from furnishing any aforementioned information to American State Bank.

I understand that for pre-employment purposes, and if hired, at any time during my employment, I may be required to take a drug and alcohol screening test and any positive result from this test may prevent my employment with American State Bank. I voluntarily consent to a blood and/or urine sample to be collected from me and submitted for such testing.

In the event of any employment with American State Bank, I will abide by their policies and procedures. I agree that my abiding by the rules and regulations of this company does not form a contract of employment, either

expressed or implied, and my employment and compensation can be terminated, with or without cause or notice, at any time, at either my or the company's option. All employment is continued on this "at will" basis.

I hereby acknowledge that I have read and understand the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_