

# FIRST NATIONAL BANK OF DEERWOOD

APPLICATION

FOR

EMPLOYMENT



Equal Opportunity Employer

The First National Bank of Deerwood does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, creed, disability, marital status, status with regard to public assistance, veteran status, sexual orientation, local human rights commission participation, or any other factors identified and protected by Federal, State, or local legislation. No question on the application is intended to be used for such discrimination.

(Please print in ink and answer every question)

**PERSONAL INFORMATION**

Date of Application:

Name:

Last

First

Middle

Present  
Address:

Street

City

State

Zip

Permanent  
Address:

Street

City

State

Zip

Telephone:

Home

Business

Cell

**EMPLOYMENT DESIRED**

Type of work or position desired:

Full-Time  Part-Time  Temporary

Date available for work:

How were you referred to the First National Bank of Deerwood?

**EDUCATION**

Type of School	Name and Location of the School	Major Course	Minor Course	Did You Graduate?	Degree	GPA
High School						
College or University						
Graduate or Law School						
Business or Vocational						
Other						

List courses/subjects studied that you feel would help you in the position for which you are applying.

**CLERICAL SKILLS** *(Complete this section only if applying for clerical position)*

Indicate any skills you have acquired through training and/or experience.

- |   |  |
|---|--|
| <input type="checkbox"/> Typing Speed _____ wpm                   | <input type="checkbox"/> Dictaphone Transcription      |
| <input type="checkbox"/> Word Processing (specify equipment used) | <input type="checkbox"/> 10 Key                        |
| <input type="checkbox"/> Spreadsheet Applications                 | <input type="checkbox"/> Shorthand                     |
| <input type="checkbox"/> Other (specify) _____                    | <input type="checkbox"/> Data Entry Terminal Operation |

**EMPLOYMENT HISTORY**

Starting with present or most recent, list all previous employers. Include self-employment, military service, summer and part-time jobs. This may include volunteer experience which relates to the job for which you are applying. If necessary, use an additional sheet of paper. For positions you held more than five years ago, do not include dates of employment.

Dates Employed: From: _____ To: _____		Position Title:	
Company Name and Address:		Job Duties:	
Full Name and Title of Supervisor:		Salary: Start: _____	End: _____
Reason for leaving. If discharged or asked to resign, please explain:			

Dates Employed: From: _____ To: _____		Position Title:	
Company Name and Address:		Job Duties:	
Full Name and Title of Supervisor:		Salary: Start: _____	End: _____
Reason for leaving. If discharged or asked to resign, please explain:			

Dates Employed: From: _____ To: _____		Position Title:	
Company Name and Address:		Job Duties:	
Full Name and Title of Supervisor:		Salary: Start: _____	End: _____
Reason for leaving. If discharged or asked to resign, please explain:			

# GENERAL INFORMATION

SALARY REQUIREMENTS \_\_\_\_\_

IF HIRED, CAN YOU SUBMIT PROOF THAT YOU ARE LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A POSITION?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN:

CAN YOU BE BONDED? \_\_\_\_\_ YES                      \_\_\_\_\_ NO

HAVE YOU EVER BEEN CONVICTED OF A CRIME? \_\_\_\_\_ YES                      \_\_\_\_\_ NO  
*- A conviction will not be an absolute bar to employment.*

MAY WE CONTACT YOUR CURRENT EMPLOYER?

\_\_\_\_\_ YES                      \_\_\_\_\_ NO

NAME THREE INDIVIDUALS WE MAY CONTACT FOR A REFERENCE. THESE INDIVIDUALS SHOULD BE WILLING TO DISCUSS YOUR WORK EXPERIENCE.

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_

## APPLICANT'S STATEMENT (Please read carefully before signing.)

I certify that all statements I have made on this application are true and complete to the best of my knowledge; I have withheld nothing. I understand that an omission or misrepresentation of fact may result in refusal of employment or, if I have been hired, immediate dismissal.

This employment application and any other firm documents or manuals do not constitute contracts of employment. Employment by the firm is at-will. Any individual who is hired may voluntarily leave employment or may be terminated by the firm at any time for any reason with or without notice. No one has the authority to make any promise or agreement to the contrary, orally or in writing, except as a written agreement signed by the chief executive of the firm.

I authorize the investigation of all statements I have made in this application and grant permission to contact references listed above.

I hereby acknowledge that I have read the above statement and understand it. I agree to its terms.

Signature of Applicant \_\_\_\_\_ Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

**Affirmative Action  
Voluntary Information**

First National Bank of Deerwood  
PO Box 520, Deerwood MN 56444

Completion of information below is voluntary

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be returned to the Deerwood H/R Department once completed.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Please print

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Referral Source**

- Walk-in
- Government Employment Agency
- Private Employment Agency
- Employee
- Relative
- School
- Advertisement – Source \_\_\_\_\_
- Other \_\_\_\_\_

Name of person who referred you IF APPLICABLE \_\_\_\_\_

**Applicant Information**

Name \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

Address \_\_\_\_\_  
Last First Middle Street City State Zip Code

- Male
- Female

**EEO Self-Identification**

Please check the box that best applies to you. Do you consider yourself to be:

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rico, South or Central American or other Spanish culture or origin. **If so**, no further identification is needed.

**If not** (you are not Hispanic or Latino), choose which race or ethnic category you identify with:

- White** (Not Hispanic or Latino)- A person in any of the original peoples of Europe, The Middle East or North Africa.
- Black or African American-** (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino)- A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Island.
- Asian** (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including fro example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaskan Native** (Not Hispanic or Latino)- A person having origin in any of the original peoples of North and South America (Including Central America) and who maintains tribal affiliation or community attachment.
- Two or More Races** (Not Hispanic or Latino) – All persons who identify with more than one of the races above, excluding Hispanic or Latino.

**For Administrative Use Only**

Position(s) applied for  Available  Not Available  Other

Other positions considered for \_\_\_\_\_

Hired  Yes  No Reason not hired \_\_\_\_\_

Position hired for \_\_\_\_\_ Date of hire \_\_\_\_/\_\_\_\_/\_\_\_\_

From the EEO job classifications listed below, which one best describes the position filled?

- Executive/Senior Level
- First /Mid-Level Officials and Mangers
- Professionals (Loan Officer)
- Administrative Support Workers
- Service Worker (Custodian)

Completed by: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## VETS 100 DATA SURVEY

Employers are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite you to voluntarily self-identify your Veteran Status.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement.

When reported, data will not identify any specific individual.

**Please provide the following:**

• Name \_\_\_\_\_

**Please check all that apply (descriptions of each follow):**

- I am:** \_\_\_\_\_ A Disabled Veteran  
\_\_\_\_\_ Other Protected Veteran  
\_\_\_\_\_ Armed Forces Service Medal Veteran  
\_\_\_\_\_ A Recently Separated Veteran  
\_\_\_\_\_ None of these apply

Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans' Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Other Protected Veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. For those with Internet access, the information required to make this determination is available at <http://www.opm.gov/veterans/gtml/vgmedal2.htm>. A copy of the list also may be obtained by calling (301)306-6752 and requesting a copy be mailed to you.

Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209) at <http://www.opm.gov/veterans/html/vgmedal2.asp>.

Recently Separated Veteran means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.