

Application For Employment



We consider application for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

Position(s) Applying For: _____

Date of Application _____

How Did You Learn About Us?

Advertisement _____

Relative _____

Inquiry _____

Employment Agency _____

Friend _____

Other _____

Last Name _____

First Name _____

Middle Name _____

Address _____

City _____

State _____

Zip _____

Telephone Number(s) _____

Home: _____

Other: _____

Email Address _____

Best time to contact you at home is _____:____ am

_____:____ pm

If you are under 18 years of age, can you provide required proof of your eligibility to work ----- Yes No

Have you ever filed an application with us before?----- Yes No

Have you ever been employed with us before? -----If Yes, give Date _____----- Yes No

Do any of your friends or relatives work here? ----- Yes No

Are you currently employed? ----- Yes No

May we contact your present employer? ----- Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of Citizenship or Immigration status will be required upon employment --- Yes No

Date Available for work ____/____/_____ What is your desired salary range? _____

Are you available to work

Full Time _____

Part Time _____

Can you travel if a job requires it?----- Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer

Address

Telephone Number(s)

Dates Employed From ____/____/____ To ____/____/____

Job Title

Duties Performed:

Wage Starting \$____ Final \$____

Reason(s) for Leaving:

Employer

Address

Telephone Number(s)

Dates Employed From ____/____/____ To ____/____/____

Job Title

Duties Performed:

Wage Starting \$____ Final \$____

Reason(s) for Leaving:

Employer

Address

Telephone Number(s)

Dates Employed From ____/____/____ To ____/____/____

Job Title

Duties Performed:

Wage Starting \$____ Final \$____

Reason(s) for Leaving:

If you need additional space, please continue on a separate sheet of paper.

Describe any special job-related skills or training you have acquired from employment or other experience.

Additional Information

Specialized Skills (Check Skills/Equipment Operated)

Spreadsheet _____

PC/MAC _____

Other (list)

Word Processing _____

Typewriter _____

State any additional information you feel may be helpful to us in considering your application

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which your are applying, either with or without a reasonable accommodation?

_____ Yes _____ No

References:

1. _____ ()
(Name) (Phone)

(Address)
2. _____ ()
(Name) (Phone)

(Address)
3. _____ ()
(Name) (Phone)

(Address)

Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employees may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Northview Bank.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

VOLUNTARY SURVEY

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

As an employer subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations, we invite employees to voluntarily self-identify their race or ethnicity in order to comply with these laws. 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.

Current Job Applying For or Employee Name:

Date:

Check One:

Male

Female

Check One Of The Following: (Ethnic Origin)

Hispanic or Latino

White (Not Hispanic or Latino)

Black or African American (Not Hispanic or Latino)

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

Asian (Not Hispanic or Latino)

American Indian or Alaska Native (Not Hispanic or Latino)

Two or More Races (Not Hispanic or Latino)

Check If Any Of The Following Are Applicable:

Vietnam Era Veteran

Special Disabled Veteran

Newly Separated Veteran

Other Protected Veteran

Disabled Individual