



# Home State Bank

## Employment Application

EEO/AA Employer

### Personal Information

Job Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Last Name First): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Are you 18 Years or Older?    If not, can you submit a work permit?

Yes     No

Yes     No

# Application For Employment

What Position Or Type Of Work Are You Seeking? \_\_\_\_\_

What location(s) ? \_\_\_\_\_

If Hired, When Will You Be Available to Start? \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If So May We Inquire Of Your Present Employer? Yes  No

Ever Applied To HSB Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Ever Worked For HSB Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Are You Interested In:  Full-time  Part-time  Temporary

Days and Hours Available \_\_\_\_\_

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

Who Referred You To Home State Bank?

Newspaper  MN Works  Friend  Walk in  Other

## Education

School Level	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College				

## General

Describe any job related specialized training, apprenticeship, skills and extra-curricular activities:

\_\_\_\_\_

\_\_\_\_\_

List any job-related professional or technical organizations to which you belong:

\_\_\_\_\_

\_\_\_\_\_

## Former Employers

**List Your Last Three Employers, Starting With The Most Recent One First.**

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Name of Supervisor	Phone	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Description of Work			
Reason For Leaving			

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Name of Supervisor	Phone	May We Contact Your Supervisor Yes No	
Description of Work			
Reason For Leaving			

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Name of Supervisor	Phone	May We Contact Your Supervisor Yes No	
Description of Work			
Reason For Leaving			

## References

Name	Address	Business Phone	Years Acquainted

**Have you ever been convicted of a felony or (within the last five years) a misdemeanor which resulted in imprisonment?**

No     Yes- Explain:

Have you ever been convicted of any theft related crimes?

No     Yes- Explain:

Have you ever been convicted of any crime of violence?

No     Yes- Explain:

*Note: the existence of a criminal record does not create an automatic bar to employment.*

Is there any reason why you cannot perform the requirements of the job for which you are applying? (Please review job description before answering question)

No     Yes

Is there any reason you may not be able as is required by the company, to attend work on a regular basis or be to work on time?

No     Yes-explain

Can you, if employed submit verification of your legal right to work in the United States?

Yes     No

## Applicant's Statement

"I certify that the facts contained in this application and any accompanying resume are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application or resume may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that Home State Bank shall not be liable in any respect if my employment is so denied or terminated.

I authorize investigation and verification of all statements contained herein and the references and former employers and employees to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise to include credit history, education, employment verification, personal references and criminal records. I release the company from all liability for any damage that may result from receiving an/or using such information.

I hereby understand and acknowledge that, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the Employer may discharge Employee at any time with or without cause or notice. 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 this organization. I also understand that this application and any employee manuals or handbooks that may be distributed to me shall not be construed or relied upon as a contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_