

Employment Application

Please Print



Date: _____

Name: _____

Address: _____

City and State: _____

Zip/Postal Code: _____

SS Number: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Positions Applied for: _____

Salary Desired: _____

Hours Available to Work:

Mon _____
Tues _____
Wed _____
Thurs _____
Fri _____
Sat _____
Sun _____

Full-Time
 part-time
 Full or part-time

When available to begin work: _____

Best time to contact you at home is: _____

Education

Type of School	Name of School and Complete Mailing Address	Years Completed	Graduate?	Major or Degree
High School	_____	_____	<input type="radio"/> yes <input type="radio"/> no	_____
College Bus. or Trade School	_____	_____	<input type="radio"/> yes <input type="radio"/> no	_____
Professional School	_____	_____	<input type="radio"/> yes <input type="radio"/> no	_____
Other	_____	_____	<input type="radio"/> yes <input type="radio"/> no	_____

Have you ever been convicted of a felony within the last 7 years? yes no

If yes, please explain

How did you learn about us?

Advertisement
 Friend
 Relative
 Employment Agency
 Other (Specify): _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

We are an Equal Opportunity Employer

First State Bank of Purdy
106 E. Cleveland
Monett, Mo 65708

Phone: 417-235-6100
Fax: 417-235-4359
www.fsb-purdy.com

If you are under 18 years of age, can you provide required proof of eligibility to work? yes no

Have you ever filed an application with us before? yes no

If yes, give date: _____

Have you ever been employed with us before? yes no

If yes, give date: _____

Do any of your friends or relative, other than spouse, work here? yes no

If yes, state name, relationship and location: _____

Are you currently employed? yes no

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? yes no

(Proof of citizenship or immigration status will be required upon employment)

Are you currently on "Lay-off" status and subject to recall? yes no

Can you travel if a job requires it? yes no

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

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation or which you have applied? A description of the activities involved in such a job or occupation is attached. yes no

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Any application for employment shall be considered active for a period of time not to exceed 45 days.

Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not application are being accepted at this 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 Employee 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 this organization.

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

Signature of Applicant

Date

Consumer Report Authorization

Employees of First State Bank of Purdy are required by policy to have acceptable credit histories at time of hiring and to maintain acceptable credit histories while employed. Therefore, before an applicant for employment is hired, before an employee is promoted, and at other appropriate times, First State Bank of Purdy may review the individual's credit history in order to verify compliance with First State Bank of Purdy's policy.

Information you provide below will be used to access your consumer credit report.

Printed Name

Address

City / State / Zip

Social Security Number

Applicant or Employee: Please read carefully and sign below.

I understand that to be eligible for employment with First State Bank of Purdy, my credit history must be in good standing. I authorize First State Bank of Purdy to obtain a consumer credit report about me both before and (In the even I am hired) afterwards for the purpose of evaluating my eligibility for employment, promotion, or continued employment. I understand that a copy of my credit report and a summary of my rights as a consumer will be provided to me before any decision adversely affecting my employment is made if the decision is based on my consumer credit report.

Signature

Date

Telephone Number

Previous Employment (list up to 3)

1.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

2.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

3.

Name of Employer: _____

Name of last supervisor: _____

Dates of employment:

From: _____

To: _____

Salary:

From: _____

To: _____

Complete Address: _____

Phone #: _____

Last job title: _____

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

May we contact your employer: yes no

Skills: _____

Typing: _____

Computer: PC Mac Both

Applications (list all that apply): _____

Other Skills: _____

Indicate any foreign languages you can speak, read and/or write.

Speak	_____
Read	_____
Write	_____

Fluent Good Fair

Fluent Good Fair

Fluent Good Fair

Please list 2 references other than relatives and previous employers

Name	_____	_____
Position	_____	_____
Company	_____	_____
Telephone	_____	_____

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

For Employer's Use Only

Reference Check

Employer

Person Contacted

Results

1

2

3

Interview Results

Interview Name and Comments:

Date of Interview: _____

Time of Interview: _____

Place of Interview: _____

Name of those present in Interview:
