



Employment Application

American Bank does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, handicap, veteran status or other factors identified and protected by federal, state or local legislation. No question on the application is intended to secure information to be used for such discrimination. We are an Equal Opportunity Employer.

PLEASE PRINT IN INK AND ANSWER EVERY QUESTION.

Date of Application: _____ Location: _____

Name: _____
Last Name First Name Middle Name

Address: _____
City State Zip Code

Telephone No.: _____ Social Security No.: _____
Home Work

Position(s) Applied For: _____

Type of Work Desired: Full-Time Part-Time

On what date will you be available for work? _____

Salary Requirements: _____

SKILLS:

- Multi-Line Telephone System
- Typing: _____ words per minute with _____ errors
- Calculator/Data Entry: _____ strokes per minute with _____ errors
- Computer: Other Skills: _____
- Microsoft Word _____
- Microsoft Excel _____
- Access _____
- _____
- _____
- _____

EMPLOYMENT HISTORY

Begin with current or last job. Include military service assignments. If you include volunteer activities, you may exclude organizations that indicate race, color, religion, national origin, disability, age, or other protected status. Providing this information means that you give this organization permission to contact the references listed except your present employer.

Employer:	Employment Dates: From: _____ To: _____
Address:	Job Title:
City, State, Zip Code:	Salary: Starting: _____ Final: _____
Supervisor's Name:	Supervisor's Telephone Number:
Duties/Responsibilities:	
Reason for Leaving:	

May we contact your present employer? Yes No

Employer:	Employment Dates: From: _____ To: _____
Address:	Job Title:
City, State, Zip Code:	Salary: Starting: _____ Final: _____
Supervisor's Name:	Supervisor's Telephone Number:
Duties/Responsibilities:	
Reason for Leaving:	

Employer:	Employment Dates: From: _____ To: _____
Address:	Job Title:
City, State, Zip Code:	Salary: Starting: _____ Final: _____
Supervisor's Name:	Supervisor's Telephone Number:
Duties/Responsibilities:	
Reason for Leaving:	

Employer:	Employment Dates: From: _____ To: _____
Address:	Job Title:
City, State, Zip Code:	Salary: Starting: _____ Final: _____
Supervisor's Name:	Supervisor's Telephone Number:
Duties/Responsibilities:	
Reason for Leaving:	

If you need additional space, please attach an additional sheet of paper.

EDUCATION

SCHOOL	LOCATION	DIPLOMA/DEGREE	STUDIES
Elementary			
High School			
Trade/Professional School			
College/University			
Graduate School			

Specialized Training, Apprenticeship, Extracurricular Activities or
Special Job-Related Skills and Qualifications from Employment or Other Experience:

Professional, Trade, Business or Civic Organizations/Offices:

You may exclude organizations that indicate race, color, religion, national origin, disability, age, or other protected status.

PERSONAL

If under 18 years of age, can you provide proof of eligibility to work? Yes No Not Applicable

Have you ever applied to us before? Yes No If yes, when? _____

Have you ever been employed with us before? Yes No. If yes, when? _____

Do you have a relative or friend employed with us? Yes No If yes, who? _____

Have you ever been discharged or asked to resign from a position? Yes No If yes, please explain. _____

Have you ever been convicted of a crime (other than a traffic violation)? Conviction will not necessarily disqualify you from employment.

Yes No If yes, please explain. _____

If applying for a position that requires driving, have you ever been ticketed for a moving traffic violation?

Yes No If yes, please explain. _____

Are you a citizen of the United States? Yes No If no, does your immigration status permit you to work?

Yes No Proof must be provided: Visa, green card, social security card, and a driver's license.

References Other than Previous Employers or Relatives:

Providing this information means that you given this organization permission to contact the references listed.

Name Address Telephone No.

Name Address Telephone No.

APPLICANT'S ACKNOWLEDGMENT

This application shall be considered active for no more than 45 days. After that time, applicants will be required to resubmit a completed application. The applicant understands that neither this document nor any offer of employment from American Bank constitutes an employment contract. American Bank is an employment-at-will employer.

I certify that answers given in this application are true and completed to the best of my knowledge. I authorize investigation into all statements I have made on this application as may be necessary for reaching an employment decision.

In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also that if employed, I am required to abide by all rules and regulations of the employer and any special agreements reached between the employer and me.

Dated: _____

Applicant's Signature