



Application for Employment

Please PRINT and answer all questions on both sides of this application. If something does not apply, enter NA.

Personal Information

Name _____
Last, First, Middle

Address _____
Street, City, State, Zip Code Phone

Date of birth if under age 18 _____. Do you have the legal right to work in the U.S.? ____ Yes ____ No
Hire is subject to verification that applicant meets legal age and U.S. work permit requirements.

Have you, since the age of 18 or within the last 7 years (whichever is most recent), ever been **convicted** of a felony?
____ Yes ____ No If yes, please describe briefly: _____

Conviction will not necessarily disqualify you from employment.

Have you made previous application to Park State Bank & Trust? ____ No ____ Yes If yes, when? _____

Have you ever been employed at Park State Bank & Trust? ____ No ____ Yes
If yes, dates and position held: _____

Employment Interests

Position or type of employment desired _____ Wage/Salary desired _____

Available for: ____ Full-Time ____ Part-Time ____ Woodland Park Branch ____ Florissant Branch

Date available to start work: _____ Days available for work: ____ Mon ____ Tue ____ Wed ____ Thurs ____ Fri ____ Sat

Education & Skills

Name	City	State	Major Subject	Status
High School:				Did you graduate? ____ Yes ____ No
College:				Degree/Diploma earned:
Graduate School:				Degree/Diploma earned:
Business, Trade or Other:				Area of Study:

Please indicate if you have used the following by placing a ✓ next to it and describe your experience.

____ Typing (approx. wpm: _____) ____ Computer (software: _____) ____ 10 Key
____ Internet Use (_____) ____ Other (describe: _____)

Please list any training, skills, or certificates not mentioned above: _____

Military Service

U.S. Military Service _____ Branch _____

Highest Rank Held Reserve _____ Status _____ Special Training _____

Employment History Please attach additional sheet if needed.

Employer:	
Address:	
Dates Employed: From: _____ To: _____	Salary: \$ _____ per _____
Position(s) Held: Reason for Leaving: _____	
Duties:	

Employer:	
Address:	
Dates Employed: From: _____ To: _____	Position(s) Held: _____
Reason for Leaving: _____	Salary: \$ _____ per
Duties:	

Employer:	
Address:	
Dates Employed: From: _____ To: _____	Position(s) Held: _____
Reason for Leaving: _____	Salary: \$ _____ per
Duties:	

Please include any additional information that you think would be applicable, e.g., internships, memberships in professional organizations, or additional relevant employment. Exclude any information which would denote race, color, religion, national origin, sex, age, or disability: _____

References:

Have you worked or attended school under any other names: ___ No ___ Yes If yes, give name(s): _____

Are you presently employed: ___ No ___ Yes May we contact your present employer: ___ No ___ Yes

Have you ever been fired from a job or asked to resign: ___ No ___ Yes If yes, please explain: _____

List at least three people we may contact who are qualified to evaluate your capabilities (do not include relatives).

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.
ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

APPLICANT STATEMENT

I certify that all answers or statements I have made on this application or on my resume or other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal to hire or for immediate dismissal from employment ant any time during the period of my employment. **I authorize Park State Bank & Trust to contact any of my past employers and educational institutions to obtain information concerning my previous employment and/or education, except as otherwise indicated.**

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. Finally, I understand that all bank property must be returned and any indebtedness to the company must be paid before my termination. I authorize the bank to deduct from my final paycheck(s) all monies due and owing to the bank.

Signature of Applicant: _____ Date: _____

Park State Bank & Trust is committed to afford all qualified individuals an opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person or group based upon race, color, creed, religion, national origin, sex, age, disability or veteran status.

For Bank Use Only: Application received by _____ on ____/____/200____.