



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer Grand Mountain Bank, FSB hereinafter referred to as "The Bank," appreciates your interest. All applications are considered for employment without regard to race, color sex, age (40 and over), religion, national origin, disability, or veteran status.

Information on this application will be treated as confidential, except as necessary for reasons relating to evaluation of your application for employment and, if applicable, subsequently employment-related purposes. In addition to enabling us to evaluate you as a prospective employee, it will also serve as a permanent record should you be employed. This application should be filled out completely and accurately.

APPLICATION INFORMATION- PERSONAL DATA:

Today's Date: _____ Position Desired: _____

Date Available: _____ Salary Desired: _____

How Were You Referred to The Bank? Newspaper Internet Website Walk in Employee _____

Hours Desired: Full Time _____ Part Time _____ Temporary _____ Seasonal _____

If part-time indicate hours you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.						
P.M.						

Legal Name: _____

Last

First

Middle

Social Security Number _____

Present Mailing Address _____

Present Physical Address _____

How long in present address? _____ Previous Address: _____

Home Phone: _____ Cell Phone: _____ Other _____

Are you over the age of 18? Yes _____ No _____ (If "no", you may be required to provide authorization to work.)

Do you have any friends or relatives working at the bank? Yes _____ No _____

If yes, please list: _____

Other than minor traffic tickets, have you ever been convicted of any criminal offenses? This includes D.U.I. and all other convictions, even if you have completed a diversion program. Yes _____ No _____

If yes, please provide additional information. When: _____ Place: _____

Charge: _____ Penalty: _____

Are you legally eligible to be employed in the United States? Yes _____ No _____

(Proof of identity and eligibility will be required upon employment.)

EDUCATION: List any formal education taken beyond high school: colleges, vocational schools, military schools, business schools, etc.

Have you graduated from high school or received a high school or equivalency diploma (GED)? Yes _____ No _____

NAME OF SCHOOL (Post High School Only)	LOCATION City and State	COURSEWORK MAJOR/MINOR	AVERAGE GRADE	DID YOU GRADUATE	YEAR & TYPE OF DEGREE

Are you planning to further your education? Yes _____ No _____ If yes, when? _____
In what educational area? _____
Indicate any extracurricular activities in which you participated during school and any awards or special recognition you may have received during school or since leaving school _____

SPECIALIZED SKILLS:

Typing: wpm _____ Ten key by touch _____ Adding Machine: Sight _____ Touch _____
Microsoft Word _____ Excel _____ Cash handling _____ Email outlook or Exchange _____
Other clerical and computer skills: _____
List any second languages you speak: _____
List any second languages you read: _____
U.S. Military service dates and duties: _____

EMPLOYMENT HISTORY:

List all employment, **beginning with your present or most recent position.** Please complete all sections even if you are attaching a resume. Be sure to list previous supervisors and contact phone numbers as well as likes/dislikes about your previous jobs, starting/leaving pay and reasons for leaving.

May we contact your current or most recent employer? Yes _____ No _____
Have you ever been discharged or asked to resign by any employer? Yes _____ No _____
If yes, please explain: _____
If any employment was under a different name, indicate name here _____

Employer: _____ **Address:** _____
Job Title: _____ **Supervisor:** _____ **Phone:** _____
From: _____ **To:** _____ **Starting Pay:\$** _____ **Ending Pay:\$** _____
Duties: _____
What did you like about this job? _____
What did you dislike about this job? _____
Reason for Leaving: _____

Employer: _____ **Address:** _____
Job Title: _____ **Supervisor:** _____ **Phone:** _____
From: _____ **To:** _____ **Starting Pay:\$** _____ **Ending Pay:\$** _____
Duties: _____
What did you like about this job? _____
What did you dislike about this job? _____
Reason for Leaving: _____

Employer: _____ **Address:** _____
Job Title: _____ **Supervisor:** _____ **Phone:** _____
From: _____ **To:** _____ **Starting Pay:\$** _____ **Ending Pay:\$** _____
Duties: _____
What did you like about this job? _____
What did you dislike about this job? _____
Reason for Leaving: _____

APPLICANT NAME _____

PERSONAL REFERENCES:

List three work-related, professional references (non-relatives) whom we may contact regarding your character as it applies to this application. (For example: a manager, supervisor, and (co-worker/associate).

1. Name: _____ Relationship to Applicant: _____

Address: _____ Phone: _____ Years Known: _____

2. Name: _____ Relationship to Applicant: _____

Address: _____ Phone: _____ Years Known: _____

3. Name: _____ Relationship to Applicant: _____

Address: _____ Phone: _____ Years Known: _____



APPLICANT RELEASE FORM

INVESTIGATIVE CONSUMER REPORT STATEMENT: In processing this employment application, the Bank may request that an investigative consumer report be prepared, which may include information as to your character, general reputation, police record, personal characteristics, credit standing, and mode of living. Any offer of employment is conditioned on a successful review of the consumer report.

REFERENCE CHECKING RELEASE: I authorize the investigation of all statements and information contained in this application and any other accompanying, required, or supplied documents. I release from all liability and agree to hold harmless anyone supplying information in connection with such investigation, and I also release and agree to hold harmless the Bank from all liability that might result from making an investigation.

CERTIFICATE OF APPLICANT: All information provided by me in support of my application for employment is true, accurate, and complete. I understand that misrepresentations or omissions may be cause for rejection, or may lead to subsequent dismissal if I am hired. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, I understand and agree that my employment is not for any fixed term or period that my employment shall be completely voluntary and may be terminated at will at any time by me or by the Bank with or without notice, and with or without cause. I agree that should I be employed, I will perform faithfully and diligently any lawful duty assigned and will observe all policies and strict confidentiality concerning all affairs of my employer and its customers. As a condition of employment, I agree that all information which I receive in the course of my employment relating in any manner to the business activities, programs, concepts or designs of the Bank are to be treated by me as trade secrets and kept in confidence, not to be disclosed to any unauthorized person either during or after my employment, or used by me in any manner adverse to the interest of the Bank. I have read the above Investigative Consumer Report Statement and the Reference Checking Release and agree to all terms found therein.

Print Legal Name: _____

Birth Date: _____ **Place of Birth** _____

Signature of Applicant: _____ **Date** _____