



community owned, community focused

CITIZENS STATE BANK



Application for Employment

Citizens State Bank is an equal opportunity employer and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of this company to provide employment, compensation and other benefits related to employment based on qualification without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other bias prohibited by state or federal law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law.

Disabled applicants may request any needed accommodations.

PLEASE PRINT PLAINLY – BE SURE TO SIGN THIS APPLICATION

GENERAL INFORMATION

Date: _____

Name: _____
First Middle Last

Address: _____
No. Street City State Zip

Home Phone: _____ Other phone: _____

Have you been previously employed by this company? Yes No

If yes, when? _____ In what capacity? _____

EMPLOYMENT DESIRED

Position applied for: _____ Full time Part time

If part time, what days and hours are you available? _____

Date available to start: _____ Salary requirement: _____

EDUCATION

	Name and location of school	Number of years completed	Did you graduate	Course of study	Degree
High School					
College					
Other					

List any special skills or qualifications which you feel are relevant to the job for which you are applying: _____

MILITARY SERVICE

Branch: _____ Duties: _____

Did you receive any specialized training? Yes No If yes, describe _____

OTHER

Are you at least 18 years old? Yes No If no are you able to provide a work permit? Yes No

Are you legally authorized to work in the U.S.? Yes No If hired Federal law requires that you provide documentation of your identity and eligibility for employment and that you attest to your eligibility for employment.

Has a surety bond ever been refused to you? Yes No If yes please describe the circumstances under which it was refused. _____

EMPLOYMENT HISTORY

List names and addresses of previous employers during the last five years. Begin with your most current employer.

May we communicate with your present employer? Yes No

1. Employer		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

2. Employer		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

3. Employer		Dates Employed		Work Performed
Address		From	To	
Telephone number(s)		Hourly Rate/ Salary		
Job Title	Supervisor	Starting	Final	
Reason for Leaving				

PROFESSIONAL REFERENCES

<p>List names and contact information of three professional references. Professional references may include previous co-workers, supervisors, instructors, or other individuals who are familiar with your professional experiences.</p>			
Name of Reference	Company Name	Job Title	Telephone Number

I hereby certify that the answers given by me to the above questions or statements are true and correct and hereby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies and any other sources of information which may be relevant to my application for employment. It is understood that any misrepresentation, false statement, or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Citizens State Bank. This includes furnishing a false name or social security number. I have read, understand and agree to the above statement.

Please initial here

I further understand that no representative of this company has the authority to enter into any agreement for employment for any specified period of time and that this company is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by Citizens State Bank, and, if hired, my employment will be at will and may be terminated at any time without prior notice. I have read, understand and agree to the above statement.

Please initial here

Applicant's Signature

Date