



# Application for Employment



Waukon State Bank & Viking State Bank & Trust, a division of Waukon State Bank, hereinafter referred to as "The Bank" appreciates your interest. All applications are considered for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Information on this application is strictly confidential. 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.

(PLEASE PRINT)

Position(s) Applied For	Date of Application															
Minimum Salary Expected	Date Available															
Preferred Branch <input type="checkbox"/> Waukon State Bank, Waukon IA <input type="checkbox"/> Viking State Bank & Trust, Decorah IA																
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <i>(If part-time please indicate hours you are available to work)</i>																
<table style="width:100%; border:none;"> <tr> <td style="text-align:center;">Monday</td> <td style="text-align:center;">Tuesday</td> <td style="text-align:center;">Wednesday</td> <td style="text-align:center;">Thursday</td> <td style="text-align:center;">Friday</td> </tr> <tr> <td colspan="5">AM _____</td> </tr> <tr> <td colspan="5">PM _____</td> </tr> </table>		Monday	Tuesday	Wednesday	Thursday	Friday	AM _____					PM _____				
Monday	Tuesday	Wednesday	Thursday	Friday												
AM _____																
PM _____																
How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____																

Last Name	First Name	Middle Name		
Address Number	Street	City	State	Zip Code
Phone Number(s)			Social Security Number	

Have you ever filed an application with us before?       Yes     No

Are you currently employed?       Yes     No

May we contact your present employer?       Yes     No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment.*       Yes     No

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

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Have you been convicted of a felony or misdemeanor other than a minor traffic violation?       Yes     No  
*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## Education

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (specify)				

Describe any specialized training, apprenticeship, skills, languages you can speak and/or extra-curricular activities:

---

---

---

---

## Specialized Skills

Check skills/Equipment Operated

- Word  Power Point  Publisher  
 Calculator  Excel  Other: \_\_\_\_\_

## Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

---

---

---

List professional, trade, business or civic activities and offices held.

*You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.*

---

---

---

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Phone		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Phone		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Phone		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Phone		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for leaving					

If you need additional space, please continue on a separate sheet of paper.

If presently employed, why do you wish to change your position?

---

---

---

## Additional Information

State any additional information you feel may be helpful to us in considering your application.

---

---

---

## Personal References

List three references, preferably people who know your work capabilities (*non-relatives only*)

Name	Phone #	Relationship to:
Address		
Name	Phone #	Relationship to:
Address		
Name	Phone #	Relationship to:
Address		

I certify that answers given herein are true and correct without any consequential omissions 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. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge and I agree that the Bank shall not be liable in any respect because of misstatements or omissions made by me. I understand, also that I am required to abide by all rules and regulations of the employer.

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.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby authorize Waukon State Bank to pull an employment credit history.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date