



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)

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

Position(s) Applied For		Date of Application	
Minimum Salary Expected		Date Available	

Preferred Branch
 Waukon State Bank, Waukon IA Viking State Bank & Trust, Decorah IA

Are you available to work:
 Full Time Part Time *(If part-time please indicate hours you are available to work)*

Monday Tuesday Wednesday Thursday Friday

AM _____
PM _____

How did you learn about us?
 Newspaper Facebook Community Job Board Employment Agency
 Friend Relative Other *(please specify)* _____

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? *Conviction will not necessarily disqualify an applicant from employment.* Yes No

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