

# MT. MCKINLEY BANK

## APPLICATION FOR EMPLOYMENT

This application must be thoroughly completed in order for the applicant to be considered for employment, and will remain current with the Human Resources Department for 30 days from the date of application.

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classifications.

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Address \_\_\_\_\_  

Street
City
State
Zip

**POSITION(S) APPLYING FOR** 1. \_\_\_\_\_ 2. \_\_\_\_\_  
 What date would you be able to start? \_\_\_\_\_ Wage or salary desired? \$ \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Are you aware of the essential functions of the position(s) you are applying for, and can you perform these essential functions with or without reasonable accommodation?  Yes  No

Have you worked for the Mt. McKinley Bank before?  Yes  No

Are you over 18 years of age?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

Are there any hours or days you cannot or will not work? \_\_\_\_\_

Are you interested in  Part-Time or  Full-Time employment?

Have you ever been convicted of a felony?  Yes  No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: \_\_\_\_\_

### EDUCATION

| TYPE                     | NAME & LOCATION OF SCHOOL | YEAR GRADUATED | MAJOR | DIPLOMA/ DEGREE |
|--------------------------|---------------------------|----------------|-------|-----------------|
| High School              |                           |                |       |                 |
| College/Univ./Trade      |                           |                |       |                 |
| College/Univ./Trade      |                           |                |       |                 |
| Other Training/Education |                           |                |       |                 |

In addition to your education and work history (reverse side), what other experiences, skills or qualifications do you have that would make you a candidate for a position with our company? \_\_\_\_\_

**WORK HISTORY**

|                              |                     |     |                     |           |
|------------------------------|---------------------|-----|---------------------|-----------|
| Most Recent Employer         |                     |     | Address             | Telephone |
| Start Date                   | Starting Salary: \$ | Per | Starting Position   |           |
| End Date                     | Ending Salary: \$   | Per | Position on Leaving |           |
| Name and Title of Supervisor |                     |     |                     |           |
| Description of Duties        |                     |     | Reason for Leaving  |           |
| Previous Employer            |                     |     | Address             | Telephone |
| Start Date                   | Starting Salary: \$ | Per | Starting Position   |           |
| End Date                     | Ending Salary: \$   | Per | Position on Leaving |           |
| Name and Title of Supervisor |                     |     |                     |           |
| Description of Duties        |                     |     | Reason for Leaving  |           |
| Previous Employer            |                     |     | Address             | Telephone |
| Start Date                   | Starting Salary: \$ | Per | Starting Position   |           |
| End Date                     | Ending Salary: \$   | Per | Position on Leaving |           |
| Name and Title of Supervisor |                     |     |                     |           |
| Description of Duties        |                     |     | Reason for Leaving  |           |
| Previous Employer            |                     |     | Address             | Telephone |
| Start Date                   | Starting Salary: \$ | Per | Starting Position   |           |
| End Date                     | Ending Salary: \$   | Per | Position on Leaving |           |
| Name and Title of Supervisor |                     |     |                     |           |
| Description of Duties        |                     |     | Reason for Leaving  |           |

May we contact your present employer?     Yes                     No  
 May we contact your previous employers?  Yes                     No If no, please specify \_\_\_\_\_

**PERSONAL REFERENCES**  
 (Not including former employers or relatives)

| Name and Occupation | Address | Phone Number |
|---------------------|---------|--------------|
|                     |         |              |
|                     |         |              |
|                     |         |              |

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application. I understand that proof of identity and legal authority to work in the U.S. must be provided at the time of hire.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Mt. McKinley Bank

## Background Investigation Disclosure Statement

As a part of the employment procedures with Mt. McKinley Bank, I understand that a consumer credit report and/or criminal background check may be obtained on any potential new hire. My signature authorizes the procurement of a consumer credit report and/or criminal background check by Mt. McKinley Bank as part of the pre-employment background investigation. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for Mt. McKinley Bank to procure consumer credit reports and/or criminal background checks at any time during my employment period.

Applicant Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

If the position I am applying for requires driving, I authorize Mt. McKinley Bank to conduct a search regarding my record with the Division of Motor Vehicles.

License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date