The First National Bank of Ely

Employment Application 595 Aultman Street, Ely, NV 89301 (775) 289-4441

APPLICANT INFORMATION

Candidates Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First M.I.

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

 Street City State Zip Code

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you 18 years of age or older? Yes  No

Are you either a U.S. Citizen or an alien authorized to work in the U.S.?  Yes  No

POSITION DESIRED

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date Available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wage Rate Desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hourly  Monthly  Annually

Do you prefer:  Full-time  Part-time If part-time, hours per week desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours and days you are available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

EDUCATION

|  |  |  |
| --- | --- | --- |
| High School: | Graduated? Yes  No | Course of Study: |
| Technical School: | Graduated? Yes  No | Course of Study: |
| College/University: | Graduated? Yes  No | Course of Study: |
| Post Graduate Education: | Graduated: Yes  No | Course of Study: |
| Other education, training or special skills: |

MILITARY

Did you serve in the U.S. Armed Forces?  Yes  No If “yes” which branch? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you receive any training relevant to the position for which you are applying? Please Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SKILLS

Typing Speed (WPM): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you experienced in using personal computers:  Yes  No On A:  PC  MAC

Are you able to use Microsoft Word and Microsoft Excel?  Yes  No

What other programs or skills would be beneficial in the position you are applying for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WORK EXPERIENCE

Please list last three previous employers, beginning with the most recent. If you need more room, you may attach another sheet of paper.

|  |  |
| --- | --- |
| Employer: | Address: |
| From: | To: | Position Held: | Reason for Leaving: |
| Supervisor’s Name & Title: | May we contact: Yes  No  |
| Description of Duties: |
| Starting Compensation: | Final Compensation: |

|  |  |
| --- | --- |
| Employer: | Address: |
| From: | To: | Position Held: | Reason for Leaving: |
| Supervisor’s Name & Title: | May we contact: Yes  No  |
| Description of Duties: |
| Starting Compensation: | Final Compensation: |

|  |  |
| --- | --- |
| Employer: | Address: |
| From: | To: | Position Held: | Reason for Leaving: |
| Supervisor’s Name & Title: | May we contact: Yes  No  |
| Description of Duties: |
| Starting Compensation: | Final Compensation: |

REFERENCES

Identify three people who know your work, beginning with the most recent.

|  |  |  |
| --- | --- | --- |
| Name: | Phone Number: | Email: |
| Address: |
| Position, Title or Relationship: | Years Known: |

|  |  |  |
| --- | --- | --- |
| Name: | Phone Number: | Email: |
| Address: |
| Position, Title or Relationship: | Years Known: |

|  |  |  |
| --- | --- | --- |
| Name: | Phone Number: | Email: |
| Address: |
| Position, Title or Relationship: | Years Known: |

STANDARDS

All employees must agree in writing and adhere to the following standards:

BODY PIERCING/TATTOOS:

* Facial, nose, tongue and other visible body piercings with the exception of normal ear piercings, are prohibited.
* Gage earings are prohibited.
* Tattoos and body markings may not be visible to our customers.

Employee’s that do not meet these standards may not be allowed to work until the problem is resolved. Failure to meet these standards as outlined above could result in discipline up to and including termination.

Notwithstanding the above, we will make every effort to accommodate applicants’ and employees’ religious or national customs or disability which affect the way they dress or appear in the workplace. Each request will be considered on a case-by-case basis.

I have reviewed the above standards and …… (please initial the appropriate comment)

 Agree to comply with the standards.

Believe I have a religious, national custom or disability, which will affect the way I dress or appear in the workplace.

AUTHORIZATION and ACKNOWLEDGEMENTS

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I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly witheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilites arising out of or in any way related to such inquiry or disclosure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate’s Signature Date

**\*\*\*Should you be selected for a position with The First National Bank of Ely, please be aware that we will obtain a background check and you will be required to pass an illegal drug and alcohol test.\*\*\***