



Alden State Bank

Offices: Alden - Elk Rapids - Bellaire - Central Lake

# ALDEN STATE BANK APPLICATION FOR EMPLOYMENT

Alden State Bank is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation, disability, arrest/conviction record, or any other status protected under the law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact Human Resources if you need an accommodation to participate in the application process at (231)331-4060.

POSITION APPLIED FOR: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

Days/Hours Available to Work:

Mon.: \_\_\_\_\_ Tue.: \_\_\_\_\_ Wed.: \_\_\_\_\_ Thu.: \_\_\_\_\_ Fri.: \_\_\_\_\_ Sat.: \_\_\_\_\_ Sun.: \_\_\_\_\_

### PERSONAL DATA

Name \_\_\_\_\_

Address \_\_\_\_\_

Street Address

City

State

Zip

Daytime Phone:

Evening Phone:

E-mail:

( ) \_\_\_\_\_

( ) \_\_\_\_\_

\_\_\_\_\_

Area Code

Area Code

### GENERAL INFORMATION

1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name. \_\_ Yes \_\_ No
  
2. Have you ever been employed by this company in the past? If yes, please give dates of employment, positions held, and state your name while employed if different from present name. \_\_ Yes \_\_ No
  
3. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain: \_\_ Yes \_\_ No
  
4. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: \_\_ Yes \_\_ No
  
5. If hired, can you furnish proof that you are eligible to work in the United States? If no, please explain: \_\_ Yes \_\_ No

6. Have you been convicted of a misdemeanor or felony, except for minor traffic offenses, or released from prison in the past 7 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain: \_\_ Yes \_\_ No

7. How did you hear about the position you are applying for? (Example: Newspaper, Internet, etc.)

**DO NOT ANSWER QUESTIONS 8 OR 9 IF A JOB DESCRIPTION IS NOT ATTACHED!**

\_\_ Yes \_\_ No

8. Are you able to perform the tasks listed on the attached job description with or without an accommodation?

9. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE? YES NO	DEGREE/ DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	CHECK HIGHEST GRADE COMPLETED 9      10      11      12			
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

**EMPLOYMENT HISTORY**

**PRESENT & FORMER EMPLOYERS**

List Present or Most Recent Employer First - Please complete even if a resume is attached.

Attach additional sheet if necessary.

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? ___ Yes ___ No

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? ___ Yes ___ No

Company Name	Dates of Employment From To
Address	Supervisor (and phone number, if known)
City, State, Zip	Your name when employed, if different from present
Job Title & Duties	Reason for Leaving
Final Salary: \$ _____ per _____	May We Contact? ___ Yes ___ No

Please account for any time you were not employed after leaving school in the past 7 years (You need not list any unemployment periods of one month or less)

Time Period(s)

Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES - LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS**

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>	<u>PHONE NUMBER</u>	<u>OCCUPATION</u>

**OTHER JOB-RELATED EXPERIENCE.** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

<h2>IMPORTANT</h2>	
<p><b>PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING</b></p>	
<u>Initials</u>	
_____	By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Alden State Bank if discovered at a later date. I agree to immediately notify Alden State Bank if I should be charged with a criminal offense while my job application is pending.
_____	I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Alden State Bank in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.
_____	If offered a job, I give permission for a drug test and I consent to the release to the company of any medical information, as may be deemed necessary by the company in judging my capability to perform the essential functions of the job for which I am applying (with or without a reasonable accommodation).
_____	I understand that, if hired, I may not engage in consulting, sales, investments or other activities that may create a conflict of interest with Alden State Bank.
_____	I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is at-will, and may, regardless of the date of payment of my wages or salary, be terminated at any time.
Signed: _____ Date: _____	

## **Authorization and Understanding**

I represent that the answers and information given by me in this application are true and complete. I authorize the Bank to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Bank to furnish any information relevant to my application for employment, excluding health or medical history or other illegal information, and waive any applicable notice requirement. I release all persons and organizations from any and all liability and any and all damages whatsoever for furnishing such information. I acknowledge that any false, inaccurate or misleading information may result in a refusal to hire or dismissal.

If employed, I agree to sign any requested noncompete, nondisclosure and nonsolicitation agreement. I further agree not to disclose the trade secrets or confidential information of third parties to the Bank at any time. I have disclosed to the Bank any similar agreements that I have signed with my present and/or past employers. I consent to all legally permissible medical examinations and drug and alcohol testing required by the Bank.

I understand and agree that employment with the Bank is at-will and that either I or the Bank can terminate my employment and compensation, for any reason, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understandings which contradict an at-will status of employment are canceled. Further, I understand that only the President of the Bank has any authority to enter into any agreement of employment for any fixed period of time, or to make any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the president.

In consideration of my employment, I agree to conform to the rules and policies of the Bank. Also, I agree not to begin any action or suit relating to employment with the Bank more than six (6) months after the date of the termination of such employment and I waive any statute of limitations to the contrary. If this provision is held invalid or unenforceable, I agree that such time period will be deemed increased to the minimum extent necessary to make such provision valid and enforceable.

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

I knowingly and voluntarily waive all right to trial by jury or any or all claims or disputes between me and the Bank.

If any term of this document is found to be legally unenforceable as written, it can be modified to permit enforcement as far as legally possible.

My signature below indicates that I have read and understood the above paragraphs.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_