



## 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<br><input type="checkbox"/> Waukon State Bank, Waukon IA <input type="checkbox"/> Viking State Bank & Trust, Decorah IA  |                     |
| Are you available to work:<br><input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <i>(If part-time please indicate hours you are available to work)</i><br>Monday                  Tuesday                  Wednesday                  Thursday                  Friday<br>AM _____<br>PM _____ |                     |
| How did you learn about us?<br><input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In<br><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/<br>Degree |
|--------------------------|----------------------------|-----------------|-----------------|--------------------|
| High School              |                            |                 |                 |                    |
| Undergraduate<br>College |                            |                 |                 |                    |
| Graduate<br>Professional |                            |                 |                 |                    |
| Other (specify)          |                            |                 |                 |                    |

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

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## Specialized Skills

Check skills/Equipment Operated

|                                     |                                      |                                       |
|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Word       | <input type="checkbox"/> Power Point | <input type="checkbox"/> Publisher    |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Excel       | <input type="checkbox"/> Other: _____ |

## Other Qualifications

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

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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.*

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## 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.