



LEIGHTON STATE BANK

APPLICATION FOR EMPLOYMENT

Personal Data

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

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

Last First Middle

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

Street Address

.....

City State Zip

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Alternate phone: \_\_\_\_\_
Work \_\_\_\_\_
Cell \_\_\_\_\_

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

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

Are you a citizen of the U.S. or can you submit verification of your legal right to work in the U.S.? Yes No

NOTE: New employees will be required to substantiate work eligibility status in compliance with the immigration Reform and Control Act of 1986

General Information

Position Applying for: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_ Date Available: \_\_\_\_\_

Work Status Desired: Full-time Temporary Part-time Summer If seeking Part-time, hours available: \_\_\_\_\_ Could you travel if required: Yes No

Have you submitted an application for employment here before? Yes No
If yes, when?: \_\_\_\_\_

Have you ever been employed here or with any of our affiliates? Yes No
If yes, when & where? \_\_\_\_\_

Are you related to anyone currently employed by our organization? Yes No
If yes, please list name(s) and relationship(s): \_\_\_\_\_

Referral Source (please check all that apply) Website Job Posting/Newspaper Ad Walk-in Staffing Agency
Government Agency (IA Workforce Development)
Other Referred by: \_\_\_\_\_

Have you ever been convicted of, or plead guilty or no contest to any misdemeanor felony? Yes No
If yes, provide details: \_\_\_\_\_

(Any criminal offense will not necessarily disqualify you from employment, but each offense will be evaluated based upon its nature, when it occurred and the type of position sought with the company)

This company practices equal employment opportunity. We do not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, gender bias, gender identity, disability, or status as a disabled or Vietnam era veteran. This form is designed to secure information that is job related; no question in this application form is intended to secure information that will be used for any unlawful or discriminatory purpose.

## EDUCATION

	Name of School	City/State	# of years completed	Did you graduate	Degree Earned	Major
High School				Yes No	Diploma GED	
College				Yes No	Associates Bachelors Other: _____	
Graduate School				Yes No	Masters Other: _____	
Other				Yes No		

## Work History

Please list your work experience beginning with your most recent job held. Please include at least the **PAST FIVE YEARS**, attach additional sheets if necessary.

<b>Employer Name:</b>	<b>Employment Dates</b>		<b>Last Job Title:</b>
	From: (MO/YR)	To: (MO/YR)	
<b>Address:</b>			<b>Summary of Duties:</b>
<b>Phone Number:</b>	<b>Salary</b>		<b>What did you like most/least about your position?</b>
<b>Supervisor Name:</b>	Starting	Final	
<b>May we contact this employer? Yes No</b>			<b>Reason for leaving?</b>
	Status: Full Time	Part Time	

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	From: (MO/YR)	To: (MO/YR)	
<b>Address:</b>			<b>Summary of Duties:</b>
<b>Phone Number:</b>	<b>Salary</b>		<b>What did you like most/least about your position?</b>
<b>Supervisor Name:</b>	Starting	Final	
<b>May we contact this employer? Yes No</b>			<b>Reason for leaving?</b>
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<b>Address:</b>			<b>Summary of Duties:</b>
<b>Phone Number:</b>	<b>Salary</b>		<b>What did you like most/least about your position?</b>
<b>Supervisor Name:</b>	Starting	Final	
<b>May we contact this employer? Yes No</b>			<b>Reason for leaving?</b>
	Status: Full Time	Part Time	

## SKILLS

What foreign language(s) do you speak, read or write?

Language: \_\_\_\_\_

Speak      Read      Write

Language: \_\_\_\_\_

Speak      Read      Write

**Computer Software experience (check all that apply and circle proficiency 1=Novice/Beginner, 5=Advanced Expert)**

MS Word      1      2      3      4      5

MS Excel      1      2      3      4      5

MS PowerPoint      1      2      3      4      5

Internet      1      2      3      4      5

Publishing software \_\_\_\_\_

1      2      3      4      5

Other word processor program \_\_\_\_\_

1      2      3      4      5

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. Include courses taken in school, present or past positions, skills or special training, educational honors, or other experience you would like to have considered.

## PROFESSIONAL REFERENCES

Please provide at least two business or professional references

Name	Title	Company Name and Address	Telephone Number	E-Mail

## PLEASE READ CAREFULLY BEFORE SIGNING

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that misrepresentation or omission of facts is cause for disqualification from further consideration for hire or for dismissal.

I authorized the references listed in this Application, including personal and employment references, to provide you with all information pertinent to this Application and I release all parties from liability for any damages that may result from the release of any information as a part of the employment verification process. In consideration for the Company's review of this application, I authorize investigation of all statements contained in this application. My cooperation includes authorizing the Company to conduct, when requested, a pre-employment drug screen, and a criminal or credit history investigation. Additionally, I authorize the Company, in consideration for the Company's review of this application, to supply employment record, in whole or in part, and in confidence, to any government agency, or other party, with a legal or proper interest.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the Company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no promise or guarantee is binding upon the Company unless made in writing. Further, I understand that Iowa is an employment-at-will state, as such; my employment may be ended by either me or my employer at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company, and that, if employed my employment is at will and that I have the right to terminate my employment at any time for any reason and that the Company retains the same right.

I understand and agree that upon the event of employment, I will be expected to be candid and cooperate fully with any and all investigative efforts undertaken by the Company to resolve any customer or monetary transactions.

I understand and agree that in accordance with Federal Law, I must provide proof of identity and eligibility to work in this country upon the event of employment.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_