

Application For Employment

We consider applicants for all positions without regarding race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Applied For: _____ Date: _____

How Did You Learn About Us?

_____ Advertisement _____ Friend _____ Walk-In
_____ Employment Agency _____ Relative _____ Other

PERSONAL INFO

Last Name:	First Name:	Middle Initial:
Address:		
City / State / ZIP:		
Phone:	Social Security Number:	

Have you ever filed an application with us before?

Yes No

If Yes, Give Date: _____

Have you ever been employed with us before?

Yes No

If Yes, Give Date: _____

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?

Yes No

Proof of citizenship or immigration status will be required upon employment

What date would you be available for work? _____

Are you available to work: _____ Full Time _____ Part Time

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you been convicted of a felony within the last 7 years?

Conviction will not necessarily disqualify an applicant for employment

If Yes, please explain: _____

EDUCATION

	Name Address	Course of Study	Years Completed	Diploma / Degree
Elementary School				
High School				
Undergraduate College				
Graduate / Professional				

Indicate any foreign languages you can speak, read and/or write: _____

Describe any specialized training, apprenticeships, skills and extra-curricular activities:

Describe any job-related training received in the United States Military:

Check Skills / Equipment Operated

_____ Typewriter	_____ Microsoft Word	Other: _____
_____ Calculator	_____ Microsoft Excel	
_____ Computer	_____ Microsoft PowerPoint	
_____ Fax	_____ Quickbooks / Quicken	
_____ Scanner / Copier		

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 or national origin, disabilities, or other protected status.

Employer: _____	Job Title: _____	Supervisor: _____
Address: _____		Phone: _____
Dates Employed: To: _____		From: _____
Hourly Rate / Salary: Starting: _____		Final: _____
Job Duties:		
Reason for Leaving:		

Employer: _____	Job Title: _____	Supervisor: _____
Address: _____		Phone: _____
Dates Employed: To: _____		From: _____
Hourly Rate / Salary: Starting: _____		Final: _____
Job Duties:		
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Hourly Rate / Salary: Starting: _____		Final: _____
Job Duties:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper

List professional, trade, business, or civic activities and offices held:

(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status)

ADDITIONAL INFORMATION

Other Qualifications - Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application

References:			
Name:	_____	Phone:	_____
Address:	_____	Relationship:	_____
Name:	_____	Phone:	_____
Address:	_____	Relationship:	_____
Name:	_____	Phone:	_____
Address:	_____	Relationship:	_____

Note to Applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied?

Yes No

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete 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. This application for employment shall be considered active for a period of time not to exceed 45 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 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. 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 Employer.

Background / Credit Check for Employment Authorization - By signing below, I give authorization to Gogebic Range Bank to request a background / credit check for employment.

Consumer Reports for Employment Authorization Report - It is the intention of Gogebic Range Bank to obtain Consumer Reports as part of this application process. A consumer report can include information from a variety of sources including credit and background information. The information in your consumer reports may be used for decisions related to your employment. By signing below, I give authorization to Gogebic Range Bank to request Consumer Reports for employment purposes.

Signature

Date