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Employment Application

We consider applicants for employment without regard to race, color, religion gender, national origin, age, disability, sex, citizenship status, genetic information or any other legally protected status.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

How did you learn about us? Advertisement Employment Agency Inquiry
Relative Friend Other _____

Are you 18 year of age or older? YES NO

Are you a citizen of the United States? YES NO YES NO
 If no, are you authorized to work in the U.S.?

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been employed with us before? YES NO If yes, when? _____

Are you currently employed. YES NO If yes, when? _____

Are you available to work: Full Time
Part Time Mornings or Afternoons _____
Temporarily Please explain _____

Are you currently on lay-off status and subject to recall? YES NO

Can you travel if a job requires it? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job related training received in the United States Military.

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

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).

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

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Disclaimer and Signature

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

I confirm that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge and understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire or dismissal if I have been employed, when discovered by the Company.

I understand that any employment is conditional on a background check. I authorize the company to thoroughly investigate all statements contained in this application or resume, and I authorize my former employers and references to disclose information regarding my former employment character and actual reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of, or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examination and you have my permission that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and secure and placed in my personnel file. I understand that my employment or continued employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by the Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part at any time.

Signature: _____ Date: _____

Please email completed applications to: fmbankhr@fmbankne.com