

# The Arlington Bank

## Application for Employment An Equal Opportunity Employer

We hire qualified applicants regardless of their race, color, creed, religion, ancestry, age, marital status, national origin, disability or handicap, or veteran status.  
For everyone's health and safety, we promote a smoke-free and drug-free environment in all of our buildings.

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

Name: \_\_\_\_\_  
Last
First
Middle

Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City
State
Zip

Telephone Number: \_\_\_\_\_  
Residence
Business

Social Security No: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Would you work full-time? \_\_\_\_\_ Part-time? \_\_\_\_\_

If part-time, specify days and hours: \_\_\_\_\_

Were you previously employed by us? \_\_\_\_\_ If yes, when? \_\_\_\_\_

If your application is considered favorably, on what date will you be available for work? \_\_\_\_\_

If you are under the age of 18, please state your age: \_\_\_\_\_. Can you provide working papers? \_\_\_\_\_ Yes \_\_\_\_\_ No

**LIST BELOW YOUR PRESENT AND LAST TWO EMPLOYERS, BEGINNING WITH THE MOST RECENT**

Name & Address of Co. & Type of Business	From	To	Describe in detail the work you did	Weekly Salary		Reason for Leaving	Name of Supervisor
	Mo. Yr.	Mo. Yr.		Starting	Ending		

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## EDUCATION

	Circle Highest Year Completed	Name and Address	Did You Graduate? (Circle One)	Grade Point Average	Major Subjects or Types of Courses
High School	Grade 9 10 11 12		Yes No		
Business, Correspondence or Vocational School	No. of Months		Yes No		
College or University	Years 1 2 3 4		Yes No		
Graduate School	Years 1 2 3 4		Yes No		
Other Courses or Special Training			Yes No		

Are you legally eligible for employment in the United States?     YES     NO  
 (Proof of citizenship or immigration status will be required upon employment)

Are you able to perform the essential requirements of the job for which you are applying?     YES     NO

During the last ten years, have you ever been convicted of a crime or entered into a pretrial diversion program in connection with a prosecution?     YES     NO

If yes, explain: \_\_\_\_\_  
 (A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Are you bound by a non-compete agreement or any other work-restricting agreements?     YES     NO

PLEASE READ CAREFULLY BEFORE SIGNING:

**I certify that the answers given herein 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 authorize verification of the information I have submitted in this application and give permission to make whatever credit and/or investigative inquiries may be necessary in order to arrive at an employment decision.**

**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 the Employee at any time with or without cause.**

**In the event that I am employed, I will comply with all established policies and practices. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.**

**Signature of applicant:** \_\_\_\_\_    **Date:** \_\_\_\_\_