

Application for Employment

Current as of 10/02



Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for: _____ **Date of application:** _____

Referral source

Advertisement
 Employee
 Relative
 Government employment agency
 Walk-in
 Private employment agency
 Other

Name

	Last	First	Middle
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Address

	Street	City	State / Zip Code
	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Social security # _____ **Telephone#** _____

E-mail address _____ **Other phone #** _____

If necessary, best time to call you at home is: _____

May we contact you at work? Yes No
 If yes, work number and best time to call _____

If you are under 18 and it is required, can you furnish a work permit? Yes No
 If no, please explain _____

Have you submitted an application before? Yes No
 If yes, give date(s) and positions(s) _____

Have you ever been employed here before? Yes No
 If yes, give dates _____

Are you legally eligible for employment in this country? Yes No

Date available for work _____ **What is your desired salary range?** _____

Type of employment desired

Full-time
 Part-time
 Temporary
 Seasonal
 Educational Co-op

Will you relocate if your job requires it? Yes No
 Will you travel if your job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No
 If no, please explain _____

Have you ever plead "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details _____

Have you ever been bonded? Yes No

Drivers license number if driving is an essential job function _____ **State of drivers license** _____

Employment History

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

Employer		Telephone
Address		
Starting job title/final job title		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate supervisor and title		Reason for leaving
Dates employed	From	To
Hourly rates/salary Starting \$ per		Hourly rates/salary Final \$ per
Summarize the type of work performed and job responsibilities		

Employer		Telephone
Address		
Starting job title/final job title		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Immediate supervisor and title		Reason for leaving
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Starting job title/final job title			May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Immediate supervisor and title			Reason for leaving	
Dates employed	From	To		
Hourly rates/salary Starting \$ per		Hourly rates/salary Final \$ per		
Summarize the type of work performed and job responsibilities				
Comments including explanation of any gaps in employment				
<u>Skills and qualifications</u> Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying				
<u>Educational Background</u> (if job related) A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study and. Minor field of study (if applicable).				
A. School	B. Yrs Completed	C. Degree	D. GPA / Rank	E. Major / Minor
<u>References</u> List name and telephone number of three business/work references who are <i>not</i> related to you and are <i>not</i> previous supervisors. If not applicable, list three school or personal references who are not related to you.				
Name		Telephone		Years Known

Additional Information

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

List any additional information you would like us to consider:

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Do not sign until you have read the above applicant statement.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____

Date: _____

Authorization to obtain consumer report information from an outside source

By signing this document, I hereby authorize Heartland Bank to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that information from such a report may be used by Heartland Bank in making its decision regarding my employment.

Signature of Applicant: _____

Date: _____

Affirmative Action Voluntary Information

Completion of information below is voluntary.

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve/national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

To be completed by applicant on a voluntary basis. Not for interview purposes. To be filed separately from application.

In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is *not* a part of your official application for employment. It will not be used in any hiring decision. The information will be used and kept confidential in accordance with applicable laws and regulations.

Position(s) applied for

Date of application

Referral source

- Walk-in Government employment agency Private employment agency
 Employee Relative Other
 Advertisement

Name	Last	First	Middle
Address	Street	City	State / Zip Code

Male Female

Please check one of the following equal employment opportunity identification groups

- White (not of Hispanic origin) Hispanic American Indian / Alaskan Native Asian / Pacific Islander
 Black (not of Hispanic origin) Multicultural (having parents of different races)
(This identification group is recognized only by the state of Michigan)

For administrative use only

Position(s) applied for

Available Not Available

Other positions considered for

Hired

Yes No

Position hired for

Date of hire

From the EEO job classifications listed below, which one best describes the position filled?

- Officials and Managers Sales workers Operatives (semiskilled)
 Professionals Office and clerical workers Laborers (unskilled)
 Technicians Craft workers (skilled) Service workers

Notes

Completed by: _____ **Date:** _____