



EMPLOYMENT APPLICATION

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

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Employee	_____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Previous Address	(if above address less than 5 years)	
	Social Security Number	
Telephone Number(s)	Drivers License Number	State

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No NA

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

On what date would you be available for work? _____

Are you available to work: Full time Part time Shift Work Temporary

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 misdemeanor or felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment

If Yes, please explain

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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

Describe any job-related training received in the United States military.

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, national origin, disabilities or other protected status.

1. Employer	Dates Employed	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

2. Employer	Dates Employed	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary	
Job Title	Supervisor	
Reason for Leaving		

3. Employer	Dates Employed	Work Performed
Address		
Telephone Number(s)	Hourly Rate/Salary	
Job Title	Supervisor	
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.

Specialized Skills

Check Skills/Equipment Operated

_____ Image Capture	_____ Fax	Other (list):
_____ PC	_____ Microsoft Word	_____
_____ Calculator	_____ Microsoft Excel	_____
_____ Typewriter	_____ ITI Premier	_____

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

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? A description of the activities involved in such a job or occupation is attached.

Yes No

References

1. _____
(Name) Phone # _____

(Address)
2. _____
(Name) Phone # _____

(Address)
3. _____
(Name) Phone # _____

(Address)

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.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Interviewer(s) _____ Date _____ Time _____

Remarks _____

Check References Yes No

Send letter Yes No

BANK OF JACKSON HOLE

NOTIFICATION AND AUTHORIZATION TO OBTAIN INFORMATION

In connection with my application for employment with Bank of Jackson Hole I understand that a Credit Report may be requested or criminal background inquiries may be made.

By signing this document, I authorize Bank of Jackson Hole to conduct any credit investigation it deems appropriate based upon the position for which I am applying.

I further authorize Bank of Jackson Hole to conduct a background investigation, which may include civil litigation and criminal background inquiries.

I understand that the information from the credit report or background investigation may be used by Bank of Jackson Hole in making a decision regarding my employment.

I understand that I have the right to request a complete and accurate disclosure of the nature and scope of the investigation requested. Furthermore, I am entitled to know if employment has been denied because of information obtained by Bank of Jackson Hole from a Reporting Agency. If so, I will be so advised in writing and given the name and address of the agency; a statement that the action was based in whole or part on information contained in the report; and written notice that I have the right (1) if I request, to obtain within sixty days a copy of the Report from the Reporting Agency, and (2) to dispute the accuracy or completeness of the information in the report.

I understand that any information obtained from the credit report or background investigation will be used strictly for employment purposes.

Signature

Date

Printed name

Social Security Number

Birth Date

Names also known as _____

Drivers License # _____ *State Issued* _____

Current Address: _____