



# Application for Employment

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. Equal Opportunity Employer.

Date of Application: \_\_\_\_\_

## General Information

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

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address (if different from Physical) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Best time to be reached: \_\_\_\_\_ May we contact you by e-mail?  Yes  No

Are you at least 18 years of age? \_\_\_\_\_  Yes  No

Are you legally authorized to work in the United States? \_\_\_\_\_  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

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

If so, give date: \_\_\_\_\_

Have you ever been employed by us before? \_\_\_\_\_  Yes  No

If yes, through what dates? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_  Yes  No

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_  Yes  No

Have you been convicted of a felony? \_\_\_\_\_  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain: \_\_\_\_\_

Is there any reason CharterWest's insurance company might not bond you? \_\_\_\_\_  Yes  No

If yes, please explain: \_\_\_\_\_

## Position Information

Position(s) Applied for: \_\_\_\_\_  Full-Time  Part-Time

What date would you be available for work? \_\_\_\_\_

If Part-Time, what days/hours are you available to work? \_\_\_\_\_

Can you travel if a job requires it? \_\_\_\_\_  Yes  No

Are you available to work: Weekends? \_\_\_\_\_  Yes  No Overtime? \_\_\_\_\_  Yes  No

How did you learn about us?  Newspaper Ad  Online Ad  Friend  Walk-In  
 Relative  Employment Agency  Other \_\_\_\_\_

*\*\*Do NOT answer the following 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 the activities involved in the job or occupation for which you have applied? \_\_\_\_\_  Yes  No

**Education**

Last High School attended: \_\_\_\_\_ Years completed: \_\_\_\_\_  
 Address: \_\_\_\_\_ Diploma.....  Yes  No

College/University attended: \_\_\_\_\_ Years completed: \_\_\_\_\_  
 Address: \_\_\_\_\_ Degree.....  Yes  No

Degrees, licenses, or certifications earned:	Major / subject:	Year Earned:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other education, training, or special skills: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

	Fluent	Good	Fair
Speak			
Read			
Write			

**Employment / Experience**

*Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate piece of paper.*

1. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 May we contact this employer regarding your employment?.....  Yes  No

2. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 May we contact this employer regarding your employment?.....  Yes  No

3. Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number(s): \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Job Title and Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Hourly Rate/Salary: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 May we contact this employer regarding your employment?.....  Yes  No

Have you ever served in any branch of the US Armed Forces?..... Yes  No

Dates served: \_\_\_\_\_ Branch of service: \_\_\_\_\_

Highest rank: \_\_\_\_\_ Are you a disabled veteran?..... 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.*

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

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### Emergency Contact

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

### References

*Please list below three personal references (other than family) that we may contact.*

1. Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Years known: \_\_\_\_\_

### Signature

I certify that answers and details provided on this application are true and complete to the best of my knowledge. I authorize CharterWest Bank to investigate any statements contained in this application, and to make any credit and/or criminal history inquiries deemed necessary in arriving at an employment decision.

I authorize and instruct any person or consumer reporting agency to compile and furnish to CharterWest Bank any information it may have or obtain in response to such a credit and/or criminal history inquiry and agree that the same shall remain CharterWest Bank's property regardless of employment status.

In the event of employment, I understand that any false or misleading information provided in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of CharterWest Bank, as well as all federal, state, and local laws and regulations.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## VOLUNTARY SURVEY

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

As an employer subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations, we invite employees to voluntarily self-identify their race or ethnicity in order to comply with these laws. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Current job applying for or Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Check one:  Male  Female

Check one of the following: (Ethnic Origin)

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)

Check if any of the following are applicable:

- Vietnam Era Veteran
- Special Disabled Veteran
- Newly Separated Veteran
- Other Protected Veteran
- Disabled Individual