

# WAUMANDEE STATE BANK

## APPLICATION FOR EMPLOYMENT

Waumandee State Bank is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical conditions or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal references, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact Jean Pronschinske if you need an accommodation to participate in the application process at (608) 626-3131.

POSITION APPLIED FOR: \_\_\_\_\_

Date Available to Start Work:

\_\_\_\_\_

### PERSONAL DATA

Name

\_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone:

(    )

Evening Phone

(    )

E-mail:

### GENERAL INFORMATION

1. Have you ever applied for a job with this company in the past? If yes, please give the date of application \_\_\_Yes \_\_\_No  
And the position for which you applied. State you name at that time, if different from present name.
2. Have you ever been employed by this company in the past? If yes, please give dates of employment, \_\_\_Yes \_\_\_No  
Position held, and state your name while employed if different from present name.
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which \_\_\_Yes \_\_\_No  
you are applying? (See attached job description) If no, please explain:
4. Do you have any commitments to another employer that might affect your availability for employment \_\_\_Yes \_\_\_No  
With our company? If yes, please explain:
5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? \_\_\_Yes \_\_\_No  
If no, please explain:
6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the \_\_\_Yes \_\_\_No  
Documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal  
Requirements.) If no, please explain:

7. Do you now, or will you in the future, require Waumandee State Bank to sponsor an employment visa for \_\_\_ Yes \_\_\_ No  
Your continued employment?
8. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer \_\_\_ Yes \_\_\_ No  
Does not automatically disqualify you from employment since the nature of the offense, date and type  
Of job for which you are applying will be considered. If yes, please explain:
9. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet \_\_\_ Yes \_\_\_ No  
resulted in a plea of guilty, court trial, or dropping of the charge?) Note: A yes answer will not automatically  
disqualify you from employment. If yes, please explain:

**DO NOT ANSWER QUESTIONS 10 OR 11 IF A JOB DESCRIPTION IS NOT ATTACHED**

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? \_\_\_ Yes  
\_\_\_ No
11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

**EDUCATIONAL DATA**

Schools Attended	Name of School and Location	Did you graduate? Yes No	Degree/Diploma/ Certificate?	Major Course of Study
High School	Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12			
Technical Vocational Business or Military Training				
College or University				
Graduate School				
Professional Seminars				

**Additional Job-Related seminars, short courses, workshops, or other educational experiences:**

**Job-Related certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other  
Job-Related special skills and abilities:**

**EMPLOYMENT HISTORY**

PRESENT AND FORMER EMPLOYERS

List Present or Most Recent Employer First-Please complete even if a resume is attached.

Attach additional sheet if necessary.

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? _____ Yes _____ No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? _____ Yes _____ No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? _____ Yes _____ No

Please account for any time you were not employed after leaving school in the past ten years (You need not list any unemployment periods for one month or less)	
Time Period(s)	Reason(s) for Unemployment

**REFERENCES-LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS**

NAME	ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	OCCUPATION

**OTHER JOB-RELATED EXPERIENCE.** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT**

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in the employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Waumandee State Bank if discovered at a later date. I agree to immediately notify Waumandee State Bank if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Waumandee State Bank in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Waumandee State Bank.

\_\_\_\_\_ I understand that if employed and my employment is terminated by Waumandee State Bank for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President of Waumandee State Bank is authorized to change any of the terms of employment and that any changes must be specific and in writing.

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

**INVITATION TO APPLICANTS TO SELF-IDENTIFY  
FOR AFFIRMATIVE ACTION RELATED PURPOSES**

This company prepares affirmative action plans that cover females, minorities, and certain other individuals. This survey is meant to help the company fulfill various objectives in these affirmative action plans.

**PLEASE NOTE:** You are not required to complete any part of this form. The decision not to complete this form will not affect any opportunity for employment or any benefits with the company. Any information you provide in this survey will be kept confidential and will not be used in any way that may adversely affect your employment with this company.

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

Position you are applying for: \_\_\_\_\_

How were you referred to the company \_\_\_\_\_

**AFFIRMATIVE ACTION RELATED DATA** (Please check appropriate boxes)

**Sex:**             Male  
  
 Female

**Ethnicity:**     Hispanic (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  
  
 Not Hispanic

**IF** you checked “Not Hispanic” above, please check **one or more** of the boxes below.

**Race:**             White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)  
  
 Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)  
  
 Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)  
  
 Black/African American (A person having origins in any of the Black racial groups of Africa.)  
  
 Native American/Alaskan Native (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)

**Authorization to Use Credit Report for Employment Purposes  
To be signed during Personal Interview as a Condition of Employment**

I hereby give Waumandee State Bank the right to make a thorough investigation of my past employment, education, and activities and I release from all liability all persons, companies, schools, and corporations supplying such information. I agree that Waumandee State Bank may obtain a consumer report or other information regarding me.

I further understand that if I am hired at Waumandee State Bank at any time during my employment, Waumandee State Bank may investigate my credit file for purposes of promoting, reassigning, or retaining me as an employee.

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Print Applicants Full Name

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Social Security Number

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Current Address

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Home Telephone Number

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Applicant Signature

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Date

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Witness Signature