



# Home State Bank

## Employment Application

Home State bank is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

### Personal Information

Job Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Last Name First): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Are you 18 Years or Older?    If not, can you submit a work permit?

Yes     No

Yes     No

# Application for Employment

What Position Or Type Of Work Are You Seeking? \_\_\_\_\_

What location(s) ? \_\_\_\_\_

If Hired, When Will You Be Available to Start? \_\_\_\_\_

Salary Desired \_\_\_\_\_

Are You Employed Now? \_\_\_\_\_ If So May We Inquire Of Your Present Employer? Yes  No

Ever Applied To HSB Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Ever Worked For HSB Before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Are You Interested In:  Full-time  Part-time  Temporary

Days and Hours Available \_\_\_\_\_

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:						
To:						

Who Referred You To Home State Bank?

Newspaper  MN Works  Friend  Walk in  Other

## Education

School Level	Name and Address of School	Course of Study	Years Completed	Diploma Degree
High School				
College				

## General

Describe any job related specialized training, apprenticeship, skills and extra-curricular activities:

\_\_\_\_\_

\_\_\_\_\_

List any job-related professional or technical organizations to which you belong:

\_\_\_\_\_

\_\_\_\_\_

## Former Employers

List Your Last Three Employers, Starting With The Most Recent One First.

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Starting Salary	Final Salary	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Supervisor	Title	Phone	
Description of Work			
Reason For Leaving			

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Starting Salary	Final Salary	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Supervisor	Title	Phone	
Description of Work			
Reason For Leaving			

Name of Present or Last Employer			
Address	City	State	Zip
Starting Date	Leaving Date	Job Title	
Starting Salary	Final Salary	May We Contact Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Supervisor	Title	Phone	
Description of Work			
Reason For Leaving			

## References

Name	Address	Business Phone	Years Acquainted

Is there any reason why you cannot perform the requirements of the job for which you are applying? (Please review job description before answering question)

No  Yes

Is there any reason you may not be able as is required by the company, to attend work on a regular basis or be to work on time?

No  Yes-explain

Can you, if employed submit verification of your legal right to work in the United States?

Yes  No

## Applicant's Statement

"I certify that the facts contained in this application and any accompanying resume are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application or resume may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that Home State Bank shall not be liable in any respect if my employment is so denied or terminated.

I authorize investigation and verification of all statements contained herein and the references and former employers and employees to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise to include credit history, education, employment verification, personal references and criminal records. I release the company from all liability for any damage that may result from receiving an/or using such information.

I hereby understand and acknowledge that, 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 or notice. 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. I also understand that this application and any employee manuals or handbooks that may be distributed to me shall not be construed or relied upon as a contract.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Affirmative Action: Voluntary Self Identification Form

Home State Bank is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are an organization that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

### Section 1: General Applicant Information

<b>Name</b>	<b>Date</b>
	____/____/____ —
<b>Position applied for</b>	

### Section 2: Please check (4) all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Protected Veteran † Recently Separated Veteran ‡ Armed Forces Service Medal Veterans
		**Other
		<input type="checkbox"/> Individual with Disabilities
		<input type="checkbox"/> I do not wish to Self-Identify
<b>Signature:</b>		
<b>How did you hear of our opening?</b>		
<input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Governmental Job Service <input type="checkbox"/> Other - Explain Below:		

## **EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

### **Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

### **White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

### **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### **Asian (Not Hispanic or Latino)**

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.

### **American Indian or Alaska Native (Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

### **Two or More Races (Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

### **Individual with Disabilities**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

### **Veteran of the Vietnam-Era**

Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

### **Special Disabled Veteran**

Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation)

under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

**Other Protected Veteran**

Includes any veteran who served on active duty in the U.S. military, ground, navel or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

**Recently Separated Veteran**

Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

**Armed Forces Service Medal Veteran**

Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.

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Race or Ethnic Identity	Gender	**Veteran Status
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Male	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> White (not Hispanic or Latino)	<input type="checkbox"/> Female	<input type="checkbox"/> Special Disabled Veteran
<input type="checkbox"/> Black or African American (not Hispanic or Latino)		<input type="checkbox"/> Other Protected Veteran
<input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino)		<input type="checkbox"/> Recently Separated Veteran
<input type="checkbox"/> Asian (not Hispanic or Latino)		<input type="checkbox"/> Armed Forces Service Medal Veterans
<input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino)		<b>**Other</b>
<input type="checkbox"/> Two or More Races (not Hispanic or Latino)		<input type="checkbox"/> Individual with Disabilities
<input type="checkbox"/> I do not wish to Self-Identify		
<b>Signature:</b>		
<b>How did you hear of our opening?</b>		
<input type="checkbox"/> Current Employee <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Governmental Job Service <input type="checkbox"/> Other - Explain Below:		



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