



IOWA STATE BANK
Employment Application

APPLICANT INFORMATION DATE:

Last Name				First		M.I.	
Street Address							
City, State Zip							
Home Phone		Cell Phone		E-mail Address			
Date Available					Desired Salary		
Position Applying for							
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Upon receipt of a conditional offer of employment, you must be able to submit verification of your legal right to work in the United States.							
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Work Status Desired		<input type="checkbox"/> Full Time	<input type="checkbox"/> Temporary		Work Schedule Desired	<input type="checkbox"/> Day	If Part Time, hours available
		<input type="checkbox"/> Part Time	<input type="checkbox"/> Summer			<input type="checkbox"/> Saturday	
Location Desired	<input type="checkbox"/> Algona	<input type="checkbox"/> Corwith					
	<input type="checkbox"/> Ruthven	<input type="checkbox"/> Wesley					
Referral Source	<input type="checkbox"/> Ad	<input type="checkbox"/> Relative	<input type="checkbox"/> Emp. Agency		Names of friends or relatives in our employ		
	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Friend	<input type="checkbox"/> Other				
Have you been convicted of a felony in the last 7 years?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	"Yes" will not automatically disqualify you for consideration for employment		If yes, explain	
If hired, do you expect to have additional jobs elsewhere?			YES <input type="checkbox"/>	NO <input type="checkbox"/>			

EDUCATION

High School						Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College						Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other						Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

MILITARY SERVICE

Branch						From		To	
Rank at Discharge						Type of Discharge			
If other than honorable, explain									

WORK HISTORY (BEGIN WITH MOST RECENT EMPLOYER)

Company				Phone	()	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Major Responsibilities						
From		To		Reason for Leaving		
May we contact this employer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Company				Phone	()	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Major Responsibilities						
From		To		Reason for Leaving		
May we contact this employer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Company				Phone	()	
Address				Supervisor		
Job Title			Starting Salary	\$	Ending Salary	\$
Major Responsibilities						
From		To		Reason for Leaving		
May we contact this employer?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Use this space to describe any special training, educational honors; extracurricular activities; professional societies or other information you wish considered (if not related to ethnic or religious groups or organizations)

OFFICE SKILLS IF APPLICABLE

MS Office (basic, intermediate or advanced) _____

Software Experience: MS Excel MS Word MS Access MS Power Point Other _____

PROFESSIONAL REFERENCES (PLEASE PROVIDE AT LEAST TWO BUSINESS OR PROFESSIONAL REFERENCES.)

Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			
Full Name		Relationship	
Company		Phone	()
Address			

ACKNOWLEDGEMENT AND SIGNATURE

I certify that the information in this application is true and complete.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

To qualify for employment at Iowa State Bank, please be aware of the following employment requirements.

Pre-employment:

- Successful completion of a FCRA credit report – Required for all positions.
- Successful completion of a background check – Required for all positions.
- Successful completion of employment references – Required for all positions.
- Successful completion of skills testing and other assessments – Varies depending on position
- Submission of personal financial statements – Varies depending on position.

At time of hire:

- Submission of the proper documentation to verify your identity and your authorization to work in the United States. We are required by federal law to collect this paperwork within the first three days of employment. Required for all positions.
- Signature on a direct deposit authorization – Direct deposit is a condition of employment. Your authorization will be collected on your first day of employment. Required for all positions (as of July 2005).
- Submission of a signed "Standards of Conduct Disclosure" – A copy of this document has been provided to you. We will ask you to sign the disclosure on your first day of employment. Required for all positions.

Signature		Date	
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It is the policy of Iowa State Bank to recruit, hire, train, and promote into all job levels, employees and applicants for employment without regard to race, color, religion, creed, age, sex, national origin, sexual orientation, gender identity physical or mental disability, veteran status, or any other status protected by applicable law.