



## EMPLOYMENT APPLICATION

Position applying for: \_\_\_\_\_

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

*Heritage Bank is an equal opportunity employer and does not discriminate in hiring on the basis of race, color, religious creed, national origin, sex, ancestry, mental or physical ability, marital status or age. No question on this application is intended to secure information to be used for such discrimination.*

**Please read before signing:**

**Authorization for reference checks, consumer credit reports and investigative consumer reports:**

I authorize Heritage Bank to investigate all information contained in this application and I authorize all credit bureaus, persons, institutions, organizations and companies to furnish all pertinent information known to them about me. I certify all statements are true and complete to the best of my knowledge. I understand that knowingly misrepresenting and/or omitting facts called for herein will be sufficient cause for cancellation of consideration for employment or dismissal if employed. In the event of my employment, I will comply with all personnel policies and practices as set forth in the Employee Handbook or other communication distributed to employees. Every applicant hired may be fingerprinted, and must be bondable and acceptable to our surety bonding company. I understand acceptance of an offer of employment is considered "employment at will, it does not create a contractual obligation with the employer and my employment may be terminated at any time. Also, I agree to give two weeks notice before resigning.

I hereby release Heritage Bank and any of the credit bureaus, persons, institutions, organizations and companies from any liability whatsoever as a result of any such inquiries and disclosures.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Print Name*

Please print.

All information is considered confidential.

Please be complete.

**PERSONAL HISTORY** (Use name on Social Security Card)

Name \_\_\_\_\_  
Last First M.I. Soc. Sec.#

Current Address \_\_\_\_\_  
Street City, State Zip Phone

If less than 5 years  
Previous Address \_\_\_\_\_  
Street City, State Zip

Are you over 16 years of age?  Yes  No

Do you have a valid driver's license?  Yes  No If yes, what state \_\_\_\_\_

Are you a U.S. Citizen or legally authorized to work in the United States?  Yes  No  
(Federal law requires evidence of identity and employment eligibility upon hire.)

Have you previously been employed by Heritage Bank?  Yes  No

Do you have relatives employed with Heritage Bank?  Yes  No If yes, please list \_\_\_\_\_

What prompted your application? Please check the appropriate box.

- Website       Employment Agency     State Job Service       Advertisement
- Hotline         Employee Referral     School/College         Other \_\_\_\_\_

**CRIMINAL HISTORY DISCLOSURE** (exclude minor traffic violations, but include DWI/DUI)

(This information will be verified.)

Have you ever been convicted of a misdemeanor?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If yes to either question, state offense and date \_\_\_\_\_

**MILITARY SERVICE**

Period of active duty: From \_\_\_\_\_ To \_\_\_\_\_ Branch of Service \_\_\_\_\_

Highest rank held \_\_\_\_\_ Specialized duties or training \_\_\_\_\_

**PROFESSIONAL REFERENCES**, who would be willing to provide an employment reference on your behalf, (do not include relatives.)

Name	City, State	Telephone	Occupation	Years Known

**EDUCATION**

Circle highest grade/year completed

High School 9 10 11 12 GED

College 1 2 3 4 5 Graduate School 1 2 3 4

	Name, City & State of School	Grade Pt. Average	College Major	Dates Attended		Graduated		Type of Degree
				To	From	Yes	No	
High School								
Tech/Community College								
College/University								
College/University								
Graduate School								

**JOB REQUIREMENTS**

Desired salary \_\_\_\_\_

Will you work at any branch/center?  Yes  No If no, specify locations you **will not** consider. \_\_\_\_\_Will you work overtime?  Yes  No State any limitations on your work schedule. \_\_\_\_\_Will you consider working weekends?  Yes  No If yes, Saturday, Sunday or both? \_\_\_\_\_Are you applying for:  Full-time  Part-time  Temporary/Summer

If part-time, specify days and hours available for work. \_\_\_\_\_

Date available for employment \_\_\_\_\_

**EMPLOYMENT EXPERIENCE** *(List most recent employer first. Correct phone numbers of past employers are critical.)*

(1) Name of employer \_\_\_\_\_ City &amp; State \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Date Employed \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

Nature of Business \_\_\_\_\_ Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Outline duties of position \_\_\_\_\_

*(Over Please)*

2) Name of employer \_\_\_\_\_ City & State \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Nature of Business \_\_\_\_\_ Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Outline duties of position \_\_\_\_\_  
\_\_\_\_\_

(3) Name of employer \_\_\_\_\_ City & State \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Left \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_  
Nature of Business \_\_\_\_\_ Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Outline duties of position \_\_\_\_\_  
\_\_\_\_\_

Have you ever been discharged or asked to resign from a position?     Yes    No   If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

May we contact the employers above?    Yes    No   If no, indicate which one(s) you do not wish us to contact.  
\_\_\_\_\_

Please indicate your name used in other employment/education if different than this application. \_\_\_\_\_  
\_\_\_\_\_

List computer knowledge/experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list additional job related experience, skills or training information you would like us to consider. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**FCRA Employment Disclosure & Authorization**

In compliance with the Fair Credit Reporting Act and applicable state law, this notice is to inform you that a Consumer Report may be obtained in connection with your application for employment or ongoing employment with the employer. Consumer reports include, but are not limited to, credit reports, criminal background checks, and motor vehicle reports.

My signature below represents my voluntary authorization for the employer, including its agents and representatives, to obtain a consumer report on me for use in connection with my application for employment or ongoing employment with the employer. I certify that the employer has provided me with a written disclosure that a consumer report may be obtained on me, and that I have been given a copy of this disclosure and authorization document. If hired or currently employed, I understand that this authorization shall serve as ongoing authorization for a consumer report to be obtained at any time in connection with my employment.

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Print Name

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Signature

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Date

***Employer Copy – to HR Department with completed application***



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*Applicant Copy*

# RELEASE

I hereby authorize the Nebraska State Patrol, pursuant to Neb. Rev. Stat. 29-3523 (Supp. 1997), to release to Heritage Bank (name of financial institution), a complete and full criminal record, including all notations of arrest. I understand that the financial institution will subsequently provide the Nebraska Department of Banking and Finance with a copy of such criminal record.

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

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

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

State of \_\_\_\_\_)

\_\_\_\_\_ ) ss

County of \_\_\_\_\_)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public