



Application for Employment

Community Bank considers all applicants for employment without regard to race, color, creed, national origin, religion, disability, genetic and family medical history information, pregnancy, age, military status, sexual orientation, marital status, familial status, gender/sex, public assistance, participation in local human rights commission activity, veteran status or any other classification protected by federal, state or local law. Community Bank also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the American Disabilities Act and applicable state and local laws recognizing the nature of its production requirements.

POSITION APPLIED FOR _____ DATE _____

LAST NAME _____

FIRST NAME _____

REFERRED BY _____

CURRENT ADDRESS _____

CITY _____

STATE _____

ZIP _____

APT # _____

TELEPHONE _____

EMAIL _____

ARE YOU OVER THE AGE OF 18? Yes No

IF YOU ARE UNDER 18, STATE YOUR AGE: _____

DO YOU WANT TO WORK? FULL TIME PART TIME

ARE YOU WILLING TO WORK OVERTIME? Yes No

AVAILABILITY (DAYS AND HOURS): DAYS _____

HOURS _____

DATE YOU CAN START: _____

SALARY DESIRED _____

HAVE YOU EVER BEEN EMPLOYED BY US? Yes No

IF YES, WHEN? _____

ARE YOU RELATED TO ANY CURRENT EMPLOYEE OF COMMUNITY BANK, COMMUNITY INSURANCE OR ST ANDREWS TITLE & EXCHANGE? Yes No

IF YES, LIST THEIR NAME AND STATE YOUR RELATIONSHIP TO THEM: _____

Is there anything that would prevent you from performing in a reasonable and safe manner the essential functions* of the position for which you have applied? Yes No If yes, please explain: _____

*If you are unaware of the essential functions, please request a job description for review.

Are you legally authorized to work for all employers in the United States on a full-time basis? Yes No

Note: Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

RECORD OF EDUCATION

Did you have a high school diploma or equivalent (GED)? Yes No

Level of Education	Years Completed? (1 2 3 4 4+)	Graduate? Y or N	Degree Earned	If now enrolled, anticipated graduation date and degree?
Technical or Community College				
College or University				
Graduate School				

PRIOR WORK HISTORY (List in order, last/current employer first) Account for any gaps in your employment. Attach additional sheets if needed.

DATES	NAMES & ADDRESS OF EMPLOYER	PAY RATE	WHAT DID YOU DO?	REASON FOR LEAVING

SKILLS (that you believe are related to the job for which you are applying)

Would you be willing to drive if required for the job? Yes No
 Do you have a valid Minnesota driver's license? Yes No

Are there any other experiences, skills, licenses, certificates or abilities that you feel especially qualify you for work with our Bank?
 Yes No If yes, describe

PERSONAL REFERENCES (excluding relatives; please provide at least one current or former employer or supervisor)

NAME	ADDRESS	TELEPHONE	OCCUPATION	RELATIONSHIP & DATES KNOWN

PREEMPLOYMENT STATEMENT (Please read carefully and sign the statement below)

I understand and agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification of refusal of employment, or, if employed termination from Community Bank employ.
2. I understand that during the interview process and as a condition of employment, I may be required to provide information regarding criminal convictions, submit to a criminal background check or submit to a credit check. I understand that a conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.
3. In processing my application for employment, the company may verify all the information provided by me. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record. This may include a statement of reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
4. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself. I further understand that no Supervisor or representative of the company, other than the said Management, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not enforceable unless it is in writing and signed by me and by the individual designated above. I further understand that Community Bank is an At-Will-Employer.
5. **I WILL MAINTAIN A POSITIVE WORK ATMOSPHERE BY BEHAVING AND COMMUNICATING IN A MANNER SO THAT I GET ALONG WITH CLIENTS, CO-WORKERS AND SUPERVISORS AND WORK AS A TEAM PLAYER GIVING EXCEPTIONAL PROFESSIONAL SERVICE.**

Signature _____ Date _____