
Employment Application
Gateway Bank, FSB
“An Equal Opportunity Employer”

Please Print

____/____/____ _____ _____ _____
Date Last Name First Name Middle

Street Address

City State Zip Code

(____) _____ (____) _____
Business Phone Home Phone

Employment Desired

Position applying for: _____

Are you applying for:

- Regular full-time work? Yes No
- Regular part-time work?..... Yes No
- Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work?

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? ____/____/____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Gateway Bank before?..... Yes No

If yes, when? _____

Do you have any friends or relatives working for Gateway Bank ? Yes No
If yes, state name(s) and relationship:

Name Relationship

Name Relationship

Why are you applying for work at Gateway Bank ?

If hired, would you have a reliable means of transportation to and from work? .. Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of
minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live
and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either
with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a crime or arrested for a crime for which trial is now pending? (Exclude traffic citations, misdemeanor marijuana-related offenses that are more than two years old, and convictions that have been annulled, dismissed, expunged, sealed by a court, or statutorily eradicated)..... Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case. (Note: A conviction may not operate as an automatic bar to employment, but the nature of the offense, date, circumstances, and relevance to the position applied for, will be considered.)

Are you currently employed?..... Yes No

If so, may we contact your current employer? Yes No

Education, Training, and Experience

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
College/ University	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
Vocational/ Business	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			
Health Care Training	Name _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
	Address _____			
	City _____ State _____ Zip _____			

Many of our customers (clients) do not speak English. Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Gateway Bank ? Yes No

If so, please explain:

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer

(_____) _____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: ____/____/____ From To ____/____/____ Weekly Pay: _____ Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

(_____) _____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: ____/____/____ From To ____/____/____ Weekly Pay: _____ Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

(_____) _____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: ____/____/____ From To ____/____/____ Weekly Pay: _____ Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

Please Read Carefully, Initial Each Paragraph and Sign Below

Initials I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initial I hereby authorize Gateway Bank to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice or cause, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Gateway Bank designated representative.

Initials Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Gateway Bank, I am entitled to copies of any such public records obtained by Gateway Bank unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

____/____/____
Date

Applicant's Signature