

# NODAWAY VALLEY BANK

## APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

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

Position Applied For	Town Applying to Work In (Circle ONLY One)	Salary Requirement	Date of Application
_____	St. Joseph – Maryville – Savannah – Mound City	_____	_____

Referred By \_\_\_\_\_ If related to anyone in our employ state name \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_Yes \_\_\_No

Are you currently employed? \_\_\_Yes \_\_\_No May we contact your present employer? \_\_\_Yes \_\_\_No

Are you prevented from being lawfully employed because of Visa or Immigration Status? \_\_\_Yes \_\_\_No

When would you be available to begin work? \_\_\_\_\_

Type of employment desired: \_\_\_Full Time \_\_\_Part Time

Please enter the hours you are available to work: Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Do you have banking experience? \_\_\_Yes \_\_\_No Name of Bank(s) \_\_\_\_\_

Please check areas of previous financial institution experience: \_\_\_ Lending \_\_\_ Lending Operations  
\_\_\_ Deposit Operations \_\_\_ Teller \_\_\_ New Accounts \_\_\_ IRA/CDs \_\_\_ Secretarial \_\_\_ Trust \_\_\_ Investments  
\_\_\_ Audit \_\_\_ Proof \_\_\_ Other

Explain: \_\_\_\_\_

What foreign languages do you speak fluently? \_\_\_\_\_

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**SPECIAL SKILLS**

10 Key Adding Machine \_\_\_ Proficient \_\_\_ Fair

Full Keyboard Calculator \_\_\_ Proficient \_\_\_ Fair

Typing (Words per minute) \_\_\_\_\_

Dictating Equipment Type \_\_\_\_\_ \_\_\_ Proficient \_\_\_ Fair

Teller Machine/System Make \_\_\_\_\_

Computer Programs in which you are proficient \_\_\_\_\_

Licenses: \_\_\_ Series 6 \_\_\_ Series 7 \_\_\_ Series 63 \_\_\_ Other \_\_\_\_\_

Please list any additional skills and qualifications acquired from employment or other experiences that you may feel qualify you for work with Nodaway Valley Bank:

\_\_\_\_\_

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**EDUCATIONAL BACKGROUND**

Name and Address of School \_\_\_\_\_ Graduated? \_\_\_ Yes \_\_\_ No  
High School: \_\_\_\_\_

GED: \_\_\_\_\_ \_\_\_ Yes \_\_\_ No

	Name and address of School	Years Attended From/To	Graduated	Degree/Major Study
College(s)	_____	_____	___ Yes ___ No	_____
	_____	_____	___ Yes ___ No	_____
	_____	_____	___ Yes ___ No	_____

Business/  
VoTech School \_\_\_\_\_ \_\_\_ Yes \_\_\_ No \_\_\_\_\_

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**REFERENCES (Do not use past or present employers)**

1. \_\_\_\_\_  
(Name) (Mailing Address) (Phone Number)  
How you know this person \_\_\_\_\_

2. \_\_\_\_\_  
(Name) (Mailing Address) (Phone Number)  
How you know this person \_\_\_\_\_

3. \_\_\_\_\_  
(Name) (Mailing Address) (Phone Number)  
How you know this person \_\_\_\_\_

**EMPLOYMENT EXPERIENCE** (Begin with most current and include the past 10 years)

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Employer \_\_\_\_\_ Dates Employed / From - To \_\_\_\_\_

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Address \_\_\_\_\_ City, State \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Brief Description of Duties \_\_\_\_\_

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Describe briefly what you liked or disliked about the job \_\_\_\_\_

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Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Final (or current)

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Employer \_\_\_\_\_ Dates Employed / From - To \_\_\_\_\_

---

Address \_\_\_\_\_ City, State \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

---

Brief Description of Duties \_\_\_\_\_

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Describe briefly what you liked or disliked about the job \_\_\_\_\_

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Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Final (or current)

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Employer \_\_\_\_\_ Dates Employed / From - To \_\_\_\_\_

---

Address \_\_\_\_\_ City, State \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Brief Description of Duties \_\_\_\_\_

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Describe briefly what you liked or disliked about the job \_\_\_\_\_

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Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Final (or current)

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Employer \_\_\_\_\_ Dates Employed / From - To \_\_\_\_\_

---

Address \_\_\_\_\_ City, State \_\_\_\_\_ Telephone Number \_\_\_\_\_

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Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

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Brief Description of Duties \_\_\_\_\_

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Describe briefly what you liked or disliked about the job \_\_\_\_\_

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Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Final (or current)

**PLEASE READ CAREFULLY**

All Nodaway Valley Bank Employees must be bonded. Also, federal law prohibits employment of anyone who has been convicted of most crimes involving dishonesty, breach of trust, money laundering, or the illegal manufacture, sale, distribution of or trafficking in controlled substances or who has avoided such a conviction by participating in a pre-trial diversion or similar program.

Employment with Nodaway Valley Bank is contingent upon a satisfactory background check that will reveal any criminal record and meets our obligations as an FDIC insured institution. Additionally, Nodaway Valley Bank may, at its discretion, terminate or choose not to employ individuals who have been convicted of other crimes as revealed by the background check or who are convicted of crimes after employment.

Failure to truthfully answer these questions is a dishonest act that would make an employee unbondable and result in termination of employment if discovered after being hired by Nodaway Valley Bank.

You should discuss any questions or concerns you may have with a representative of Human Resources prior to completing this application.

In answering these questions, **you do not need to disclose** information for convictions or records that have been **expunged, sealed or impounded** by the court of original jurisdiction:

- 1) Have you ever been **convicted** of a crime of **dishonesty, breach of trust, money laundering** or the illegal **manufacture, sale, distribution of or trafficking** in controlled substances (whether a felony or a misdemeanor)?

Yes  No If you answered yes, please provide details including the nature of the conviction(s) and date(s): \_\_\_\_\_

- 2) Have you ever entered a **pretrial diversion** (or similar programs such as or **suspended imposition of sentence or suspended imposition of judgment**) in connection with a crime of **dishonesty, breach of trust, money laundering** or the illegal **manufacture, sale, distribution of or trafficking** in controlled substances (whether a felony or misdemeanor)?

Yes  No If you answered yes, please provide details including the nature of the conviction(s) and date(s): \_\_\_\_\_

- 3) **Have you ever been convicted of or entered a pretrial diversion** (or similar programs such as **suspended imposition of sentence or suspended imposition of judgment**) for any other offense, whether a felony or misdemeanor? (You may exclude minor moving violations.)

Yes  No If you answered yes, please provide details including the nature of the conviction(s) and date(s): \_\_\_\_\_

“I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and release all parties from all liability for any damage that may result from furnishing same to you. I understand the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of Nodaway Valley Bank. I understand this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.”

Date \_\_\_\_\_ Signature \_\_\_\_\_

NODAWAY VALLEY BANK  
APPLICANT INFORMATION

Please Print

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

Position Applied For: \_\_\_\_\_

Qualified applicants are considered for employment and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, disability, veteran status or other non-job related factors. To help us comply with Federal and State equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below. **Your submission of this information is strictly voluntary.** This form will be kept in a separate file from your application for employment and will in no way be used during the employment process.

Are you:  Male  Female

Are you:  American Indian or Alaskan Native  Asian  Black or African American  
 Caucasian  Hispanic/Latino  Native Hawaiian or other Pacific Islander  
 Two or more races

Veteran Status:  Vietnam Era Veteran  
 Disabled Veteran  
 Veteran

Are you:  Disabled individual

How were you referred to Nodaway Valley Bank? Please name specific source.

Self  
 NVB Employee \_\_\_\_\_  
 Newspaper Ad \_\_\_\_\_  
 Job Service \_\_\_\_\_  
 School \_\_\_\_\_  
 Other \_\_\_\_\_