



EAST ST. CLOUD
525 HIGHWAY 10 SOUTH

ST. CLOUD, MN 56304
(320) 257-5000

ST. CLOUD
2915 2ND STREET SOUTH
PO BOX 160

ST. CLOUD, MN 56302-0160
(320) 654-9555

LONG PRAIRIE
24 2ND STREET SOUTH
PO BOX 509

LONG PRAIRIE, MN 56347-0509
(320) 732-6131

BROWERVILLE
502 SOUTH MAIN STREET
PO BOX 211

BROWERVILLE, MN 56438-0211
(320) 594-2215

APPLICATION FOR EMPLOYMENT

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

American Heritage National Bank does not discriminate in hiring or terms on conditions of employment because of individual's race, religion, color, sex, age, national origin, marital status, sexual preference, disability, or any other characteristics by law.

Name: _____
Date: _____
Position(s) Applied for: _____

APPLICANT PLEASE READ CAREFULLY:

PLEASE ANSWER ALL THE QUESTIONS ON THIS FORM TO THE BEST OF YOUR ABILITY. APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION OR INTERVIEW PROCESS SHOULD NOTIFY A REPRESENTATIVE OF THE HUMAN RESOURCES DEPARTMENT. YOUR QUALIFICATIONS WILL BE CAREFULLY REVIEWED AND YOU WILL BE GIVEN THOROUGH CONSIDERATION FOR ANY SUITABLE VACANCIES IN THE ORGANIZATION. IF YOU ARE EMPLOYED, THIS WILL BECOME A PART OF YOUR PERMANENT PERSONNEL RECORD. KEEP THIS IN MIND AS YOU FILL IT OUT. WE APPRECIATE YOUR INTEREST AS SHOWN BY YOU FILLING OUT THIS APPLICATION BLANK. THIS INFORMATION WILL BE KEPT IN STRICT CONFIDENCE. DO NOT INCLUDE INFORMATION THAT IS NOT REQUESTED BY THE APPLICATION. DOING SO MAY NULLIFY THE APPLICATION.

PLEASE PRINT

IDENTIFICATION

LAST NAME		FIRST	MIDDLE
PRESENT ADDRESS		CITY AND STATE	
HOME PHONE	WORK PHONE	SOCIAL SECURITY NUMBER	
			DATE OF APPLICATION

POSITION DESIRED

TYPE OF WORK INTERESTED IN OR POSITION DESIRED	DATE AVAILABLE _____ HOURS AVAILABLE _____	MINIMUM WAGE OR SALARY EXPECTED
ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO	REGULAR _____ TEMPORARY _____ FULL TIME _____ PART TIME _____	
HAVE YOU EVER WORKED HERE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? WHERE?	ARE YOU PRESENTLY AN EMPLOYEE HERE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT DEPARTMENT: _____	

Have you been convicted of a crime or felony more serious than a minor traffic violation?

NOTE: A conviction record is not an automatic bar to employment. Each situation is considered in relation to the position applied for.

YES NO If "yes" please explain _____

EDUCATION

ELEMENTARY OR HIGH SCHOOL:	CIRCLE HIGHEST GRADE ATTENDED: _____ SCHOOL: _____ CITY: _____ 1 2 3 4 5 6 7 8 9 10 11 12 G.E.D. _____ GRADUATE? YES _____
----------------------------	--

COLLEGE:	CIRCLE HIGHEST GRADE ATTENDED: _____ NAME OF COLLEGE: _____ CITY: _____ 1 2 3 4 GRADUATE? YES _____ NO _____ MAJOR _____ DEGREE(S) _____
----------	---

GRADUATE SCHOOL:	NUMBER OF CREDITS EARNED: _____ SCHOOL _____ CITY _____ STATE _____ GRADUATE? YES _____ NO _____ MAJOR _____ DEGREE(S) _____
------------------	--

OTHER SCHOOLS ATTENDED:	_____ COURSES _____ CERTIFICATE OR DIPLOMA _____ REGISTRATION NO. _____
-------------------------	---

PREVIOUS WORK EXPERIENCE AND PERSONAL REFERENCES

LIST ALL POSITIONS HELD, MOST RECENT FIRST, INCLUDING SUMMER AND MILITARY.
 WORK EXPERIENCE: BE COMPLETE, DO NOT MARK APPLICATION "SEE RESUME", ACCOUNT FOR ALL YOUR TIME. APPLICATIONS MAY BE REJECTED IF INCOMPLETE.

GIVE YOUR PRESENT OR MOST RECENT EMPLOYER FIRST		LENGTH OF EMPLOYMENT	
EMPLOYING FIRM: PHONE:	YOUR TITLE	FROM MO.: _____ YR.: _____	TO MO.: _____ YR.: _____
ADDRESS	SUPERVISOR	TOTAL TIME _____ YRS. _____ MOS.	<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME _____ _____ HRS./WK
CITY STATE ZIP	REASON FOR LEAVING	STARTING SALARY	LAST SALARY
SPECIFIC DUTIES:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GIVE YOUR PRESENT OR MOST RECENT EMPLOYER FIRST		LENGTH OF EMPLOYMENT	
EMPLOYING FIRM: PHONE:	YOUR TITLE	FROM MO.: _____ YR.: _____	TO MO.: _____ YR.: _____
ADDRESS	SUPERVISOR	TOTAL TIME _____ YRS. _____ MOS.	<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME _____ _____ HRS./WK
CITY STATE ZIP	REASON FOR LEAVING	STARTING SALARY	LAST SALARY
SPECIFIC DUTIES:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GIVE YOUR PRESENT OR MOST RECENT EMPLOYER FIRST		LENGTH OF EMPLOYMENT	
EMPLOYING FIRM: PHONE:	YOUR TITLE	FROM MO.: _____ YR.: _____	TO MO.: _____ YR.: _____
ADDRESS	SUPERVISOR	TOTAL TIME _____ YRS. _____ MOS.	<input type="checkbox"/> FULL-TIME OR <input type="checkbox"/> PART-TIME _____ _____ HRS./WK
CITY STATE ZIP	REASON FOR LEAVING	STARTING SALARY	LAST SALARY
SPECIFIC DUTIES:		MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	

DESCRIBE ANY SKILLS, EXPERIENCES AND SPECIFIC ACCOMPLISHMENTS WHICH BETTER QUALIFY YOU FOR THIS POSITION:

WHAT HOBBIES DO YOU HAVE? _____ _____	ARE YOU A MEMBER OF ANY HONORARY SOCIETIES OR PROFESSIONAL ASSOCIATIONS? _____ _____
---	--

REFERENCES: PLEASE LIST REFERENCES OTHER THAN RELATIVES THAT ARE FAMILIAR WITH YOUR QUALIFICATIONS			
NAME	ADDRESS	PHONE	RELATIONSHIP

IS THERE ANYTHING THAT WOULD PREVENT YOU FROM PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB (S) APPLIED FOR?

As an applicant for employment with American Heritage National Bank I understand the following:

- This application will remain on active file for 90 days. If I am hired within this period, this form will be transferred to my individual personnel file.
- If I am not hired within 90 days, this application is no longer active and I will need to reapply if I wish to be considered for a job within **American Heritage National Bank**.
- **Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.**
- **My employment is not guaranteed for any term, and my employment may be terminated by the Bank or myself at any time for any reason. No management official is authorized to make any oral assurance or promise of continued employment.**
- I also understand that nothing contained in this document, or in the granting of an interview, is intended to create an employment contract between **American Heritage National Bank** and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon this Employer unless made in writing.

I hereby give **American Heritage National Bank** the right to make a thorough Criminal and Credit History investigation of my past employment, education, driving record, references and activities; and, I release from all liability those persons, schools, companies and organizations supplying such information. I indemnify this Employer against any liability which might result from making such investigation.

DATE: _____ SIGNATURE: _____



EAST ST. CLOUD
(320) 257-5000

ST. CLOUD
(320) 654-9555

LONG PRAIRIE
(320) 732-6131

BROWERVILLE
(320) 594-2215