

# Application for Employment – NORTH VALLEY BANK

**INSTRUCTIONS:** We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, religion, sex, ancestry, disability, sexual orientation, country of ancestral origin, national origin, U S military service or arrest record.

Position(s) applied for \_\_\_\_\_

Date of application \_\_\_\_\_

How did you learn about us?

Advertisement     Employment Agency     Walk-in     Other \_\_\_\_\_

Complete name (last) \_\_\_\_\_

(first) \_\_\_\_\_

(middle) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Social security number \_\_\_\_\_

Phone number \_\_\_\_\_

Any other name(s) under which you have been previously employed or under which school records would be located. \_\_\_\_\_

Names of friends or relatives employed in this organization \_\_\_\_\_

If you are under 18 years of age, can you furnish a work permit? \_\_\_\_\_

Yes     No

Have you ever filed an application with us before? \_\_\_\_\_

Yes     No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_

Yes     No

If Yes, give date \_\_\_\_\_

Are you a citizen of the U.S. or do you have a valid work permit? (Proof of citizenship or immigration status will be required upon employment) \_\_\_\_\_

Yes     No

Do you have any restrictions or obligations that would prevent you from working overtime? \_\_\_\_\_

Yes     No

Do you have any restrictions or obligations that would prevent you from working consistently or arriving to work on time? \_\_\_\_\_

Yes     No

On what date would you be available to work? \_\_\_\_\_

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

Can you travel if the job requires it? \_\_\_\_\_

Yes     No

If yes, are there limitations? Explain. \_\_\_\_\_

Have you been convicted of a crime? (Conviction will not necessarily disqualify an applicant from employment.) \_\_\_\_\_

Yes     No

If Yes, please list dates of offenses and dispositions. \_\_\_\_\_

Have you ever received any training in the United States military related to the job for which you are applying? \_\_\_\_\_

Yes     No

If Yes, please describe: \_\_\_\_\_

**Employment Experience** - Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude voluntary work which indicates race, color, religion gender, national origin, handicap or other protected status. Please account for all time for at least the past five years.

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone number(s)	<b>Hourly Rate/Salary</b>		
	Starting	Final	
Job title	Supervisor		
Reason for leaving			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone number(s)	<b>Hourly Rate/Salary</b>		
	Starting	Final	
Job title	Supervisor		
Reason for leaving			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
Address	From	To	
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Employer	<b>Dates Employed</b>		<b>Work Performed</b>
Address	From	To	
Telephone number(s)	<b>Hourly Rate/Salary</b>		
	Starting	Final	
Job title	Supervisor		
Reason for leaving			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

*If you need additional space please continue on a separate sheet of paper.*





**NORTH VALLEY BANK**  
Pre-Employment Information Form for  
Equal Opportunity & Affirmative Action Reporting

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

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

Position applied for: \_\_\_\_\_

**Gender:**

Female:

Male:

**Race/Ethnic Group:**

White

Black

Asian

Hispanic/Latino (white)

Hispanic/Latino (all other races)

Am Indian/Alaska Native

Hawaiian/Pacific Islander

Other

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

*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, or veteran's status.*

Please complete this information to assist us in complying with equal opportunity/affirmative action record keeping and reporting requirements. Providing this information is voluntary, refusal to provide the information will not result in any adverse treatment. This information form will be kept in a separate, confidential file and will be used only for safety and government reporting purposes.