



TWO RIVERS BANK APPLICATION FOR EMPLOYMENT

If you wish to submit your application electronically, please save your finished document and e-mail to denised@2riversbank.com or fax to 402.426.8799, attention Denise Dein.

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, color, creed, religion, sex, national origin, ancestry, age, disability or any other basis protected by state or federal law.

Personal Information

Social Security Number, Date, Name (Last, First, Middle), Previous Name(s), Address (Street, City, State, ZIP)

Phone Number, Alternate or work phone, Are you 18 years or older? (Yes/No), Email Address

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (Yes/No)

Have you ever been convicted of any crime, including misdemeanors and felonies? (Yes/No) If yes, please state the nature of the offense(s) and the date of the conviction(s).

[Redacted area for conviction details]

NOTE: Answering "yes" to the above question does not constitute an automatic bar from employment. Consideration will be given to the nature of the crime, its seriousness, age at time of offense, the date of the offense, and the position for which you are applying.

Employment Desired

Position, Date you can start, Salary desired

Are you available to work (Full-Time, Part-Time, Temporary)

What days? (M, T, W, Th, F, S)

Can you perform the essential functions of the job(s) for which you are applying, as you understand them, with or without reasonable accommodation? (Yes/No)

Have you ever been employed by Two Rivers Bank before? (Yes/No) If yes, when?

Have you filed an application with Two Rivers Bank? (Yes/No) If yes, when and where?

Referral Source (Advertisement, Friend, Relative, Walk-In, Employment Agency, Other)

Are you employed now? (Yes/No) If so, may we contact your present employer? (Yes/No)

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Employment History Please describe your entire employment history starting with your current or last job. Include military assignments if applicable and list any periods of unemployment or self-employment. Use the back of this sheet if necessary.

From to Employer Supervisor
 Employer Address Phone Number
 Position Wage/Salary
 Reason for Leaving

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Education

	Name & Location	Number of years completed	Did you graduate?	Subject(s) studied & Degree(s) received
High School	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
College	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
Other	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

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Indicate any foreign languages you can speak, read and/or write			
	Fluent	Good	Fair
Speak			
Read			
Write			

References (Please give the names of three persons not related to you, whom you have known at least one year.)

Name	Address	Telephone	Relationship to You

List Professional, trade, business or civic activities and offices held. (You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

Please list any additional information you would like us to consider (i.e. specialized skills, certifications, etc.):

Check Skills/Equipment Operated:

- | | | |
|---|---|--|
| <input type="checkbox"/> PC | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Other (list): |
| <input type="checkbox"/> Calculator, 10 Key | <input type="checkbox"/> Microsoft Outlook | |
| <input type="checkbox"/> Keyboarding | <input type="checkbox"/> Microsoft PowerPoint | |
| <input type="checkbox"/> Windows XP | <input type="checkbox"/> Microsoft Word | |

Have you ever been discharged from a job? Yes No

If yes, please explain why:

May we telephone you to follow up on this application at home? Yes No

If yes, what is the best time to call?

May we telephone you to follow up on this application at work? Yes No

If yes, what is the best time to call?

If yes, what is your business telephone number?

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EMPLOYMENT AT WILL

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Two Rivers Bank and me for either employment or the provision of any benefits. I further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and Two Rivers Bank will have a similar right.

Acknowledgment

I hereby certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I authorize the references listed above or in a related employment resumé to provide Two Rivers Bank with any and all information concerning my previous employment. Further, I release all parties and persons from any and all liability and from any damages that may result from furnishing this information to Two Rivers Bank as well as from the use or disclosure of this information by Two Rivers Bank or any of its agents, employees or representatives. I understand that any representation, falsification or material omission of information on this application, in a related employment resumé or in a personal interview may result in my failure to receive an offer or, if I am hired, in the termination of my employment.

Applicant Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Department _____

Classification of Employment _____

Hourly Rate _____ Salary _____

By _____ Date _____

Signature and Title

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