



Date

I understand, agree, and consent that The LaPorte Savings Bank may use information from my consumer credit report in making a decision about my application for employment. I authorize The LaPorte Savings Bank to obtain a consumer credit report in conjunction with my application for employment, and I release all parties from any possible damages resulting from the disclosure of such information with or without prior written notice to me. I understand this authorization does not constitute an employment contract of any kind.

Signature

Just Ask Us.

VOLUNTARY DISCLOSURE RECORD

Our policy is to provide equal employment opportunity to all applicants for employment and employees without regard to race, color, religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status. In order that our company comply with United States Government Affirmative Action Programs, we are required to collect certain personal information from our applications and employees. **Completion of this form is entirely voluntary.** If you choose to provide the information requested below, you are assured that it will be kept confidential and separate from your application form. This information is not a requirement for employment and will not be a factor regarding the decision to hire.

(please print)

Name: _____ Date: _____
Street Address: _____ Soc Sec. #: _____
City, State, ZIP: _____ Primary Phone: _____
Position Applied For: _____ Email: _____

Who referred you to our company?

- Advertisement Friend Govt. Employment Agency Private Employment Agency Relative
 Walk-in Other: _____

Check one of the following: Male Female

Check one of the following race or ethnicity categories:

- Hispanic or Latino** – A Person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race.
 White (Not Hispanic or Latino) – A person having origins in any of the original people of Europe, the Middle East, or North Africa.
 Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
 Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
 Asian (Not Hispanic or Latino) – A person having origins in any of the Far East, Southeast Asia, or the Indian Subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Islands, Thailand, and Vietnam.
 American Indian or Alaska Native (Not Hispanic or Latino) – A Person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
 Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above races.
 Veteran **Non-Veteran**

It is our policy to hire well-qualified people. An integral part of this policy is to provide disabled workers, disabled veterans, and Vietnam Era Veterans, equal employment with respect to all employment practices. Consistent with the provisions of the Rehabilitation Act of 1973, and the Vietnam Era Veterans Readjustment Assistance Act of 1974, we will take Affirmative Action with regard to the above groups. If you believe you are covered by the above Acts, we invite you to self-identify yourself for consideration. Further, if provided, the information will be kept confidential and used only in accordance with the Acts and regulations.

I am: 1. **A special disabled veteran** Yes No 2. **A veteran of the Vietnam Era** Yes No
3. **A newly Separated Veteran** Yes No 4. **Another Protected Veteran** Yes No
5. **A disabled Individual** Yes No

If a disabled individual or disabled veteran, what accommodation can we make in order to improve your ability to perform your job properly and safely? _____

The Above information is voluntarily supplied by me. I understand it is for record keeping only and is not part of my application for employment. It will be filed separately and kept confidential.

Signature: _____ Date: _____



APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition, handicap or disability, sexual orientation, citizenship status protected by law. We are an Equal Opportunity Employer.

PERSONAL (please print)

Name: _____ Date: _____
Street Address: _____ Soc Sec. #: _____
City, State, ZIP: _____ Primary Phone: _____
Email: _____
Position Applied For: _____

Who referred you to our company?

- Advertisement Friend Govt. Employment Agency Private Employment Agency Relative
 Walk-in Other: _____

Are you Legal age to work? Yes No If NO, a work permit will be required.

To the best of your knowledge, are you legally eligible to work in the United States? Yes No

(Should you be hired, you will be required by law to provide documents verifying your employment eligibility).

Date you are available to start work: _____. Salary or wages desired: _____ Hour Week

What type of employment are you applying for? Full-Time Part-Time Night Shift Temporary

If you are applying for Part-Time, Night, Shift or Temporary employment, please specify days and hours you are available:

- Mon: _____ (□AM/□PM) to _____ (□AM/□PM) Tues: _____ (□AM/□PM) to _____ (□AM/□PM)
 Wed: _____ (□AM/□PM) to _____ (□AM/□PM) Thurs: _____ (□AM/□PM) to _____ (□AM/□PM)
 Fri: _____ (□AM/□PM) to _____ (□AM/□PM) Sat: _____ (□AM/□PM) to _____ (□AM/□PM)
 Sun: _____ (□AM/□PM) to _____ (□AM/□PM)

Note: Every consideration will be given to work availability information provided by an applicant; however, there is no guarantee the Company can offer employment that accommodates applicants' availability to work.

Have you ever applied for work here before? Yes No If YES, enter date here: _____

Were you ever employed by us before? Yes No If YES, enter date here: _____

If you are applying for Full-Time employment, can you work overtime if necessary? Yes No

Are you employed at the present time? Yes No If YES, can we contact your present employer? Yes No

Do you have any relatives now employed by this Company? Yes No

If YES, please list name(s) and department: _____

Have you ever been bonded in prior employment? Yes No

If YES, list name(s) of employer(s): _____

Do you have any criminal convictions involving acts of dishonesty (such as check deception, theft, burglary, conversion, etc.) or any felony conviction ? Yes No

If YES, list convictions (a conviction does not necessarily disqualify an applicant for the position being applied for):

EDUCATION

HIGH SCHOOL

Name: _____

Location: _____

Number of years completed: _____ Did you graduate? Yes No

What was your course of study? Academic Business Trade or Technical Other: _____

COLLEGE

Name: _____

Location: _____

Number of years completed: _____ Did you graduate? Yes No GPA: _____

What was your major? _____ Degree: _____

Did you enroll in a post-graduate course of education? Yes No

If YES, what was your post-graduate field of study? _____ Degree: _____

ADDITIONAL SCHOOLING (Such as Trade School, Special Certification, etc.)

Name: _____

Location: _____

Number of years completed: _____ Did you graduate? Yes No

What was your course of training or study? _____

SPECIAL QUALIFICATIONS OR SKILLS

Use this space to describe any special qualifications or skills you have acquired:

If computer skills are required for the job position you have applied for, please check the boxes that apply to your experience:

PC Mac Both

Software applications:

Word Processing Accounting Data Processing Graphics Presentation E-Mail Internet

MS Office Suite Other: _____

FOREIGN LANGUAGES

Indicate foreign language(s) that you are familiar with:

Language: _____ Fluent Good Fair Speak Read Write

Language: _____ Fluent Good Fair Speak Read Write

MEMBERSHIPS

List Business, Trade, Professional, Community or Activities Memberships and any offices you may have held. (Exclude any organizations the name and character of which would reveal race, religion, national origin, or any other protected status):

PRIOR EMPLOYMENT (Start with most recent employer)

Employer: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Duties: _____ Reason for leaving: _____	From: _____ To: _____ Position: _____ Supervisor: _____ Starting Salary: _____ Final Salary: _____
Employer: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Duties: _____ Reason for leaving: _____	From: _____ To: _____ Position: _____ Supervisor: _____ Starting Salary: _____ Final Salary: _____
Employer: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____ Duties: _____ Reason for leaving: _____	From: _____ To: _____ Position: _____ Supervisor: _____ Starting Salary: _____ Final Salary: _____

MILITARY SERVICE

Were you a member of the U.S. Armed Forces? Yes No

If YES, what Branch: _____

Describe briefly your military duties: _____

Years served: _____ Rank at discharge: _____

REFERENCES

List three references. (exclude relatives)

Name: _____	Address: _____	Phone: _____
Name: _____	Address: _____	Phone: _____
Name: _____	Address: _____	Phone: _____

APPLICANT'S STATEMENT

The information provided by me in this application for employment is true and complete to the best of my knowledge. Should I be employed by the Company, any misrepresentation or any false statement contained herein may be considered cause for possible dismissal.

The Company, in compliance with the provisions of the Fair Credit Reporting Act of Sept. 1997, may contact directly or employ the services of investigative agencies to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to the Company.

I understand this application does not constitute an employment contract of any kind. Should I be employed by the Company I may resign such employment at any time at my discretion with or without prior notice and the Company may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

This application will be considered valid for a period of 60 days. After 60 days it will be necessary for me to submit a new application.

Signature of Applicant

Date

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW

Accepted for employment: YES NO Position: _____
Starting Rate \$: _____ per Hour Week
Schedule to start work: _____
Interviewed by: _____
Approved by: _____