

EMPLOYMENT HISTORY
experience

List all work experience, paid or unpaid, beginning with your current or most recent job. Include military as well as volunteer jobs that you wish to have considered as part of your qualifications. Explain any breaks in continuous employment. If more space is needed, additional pages can be added.

Please complete the following information even if attaching a resume.

Dates employed month/year	Name & address of employer	May we contact this employer?	Your title	# hours worked per week	Starting salary
from					
to					
Reason for leaving this position		Name of supervisor		Supervisor's phone number	Ending salary

Description of duties & responsibilities (be specific):

Dates employed month/year	Name & address of employer	May we contact this employer?	Your title	# hours worked per week	Starting salary
from					
to					
Reason for leaving this position		Name of supervisor		Supervisor's phone number	Ending salary

Description of duties & responsibilities (be specific):

Dates employed month/year	Name & address of employer	May we contact this employer?	Your title	# hours worked per week	Starting salary
from					
to					
Reason for leaving this position		Name of supervisor		Supervisor's phone number	Ending salary

Description of duties & responsibilities (be specific):

REFERENCES

Provide the names of 3 persons, not related to you, who have known you at least one year and are familiar with your work-related abilities.

Name of reference	Name & location of his/her business	Job title	Phone #	# years acquainted

MACHINE OPERATION

Check the following machines which you can operate: Calculator Typewriter (____ wpm) Computer
Please list the computer software you have used previously:

CONVICTIONS

Have you ever been convicted of any crime involving dishonesty, breach of trust or theft? Yes No

If so, please explain.

(A conviction itself does not constitute an automatic bar to employment and will be considered only insofar as it relates to fitness to perform the job in question.)

ADDITIONAL INFORMATION

Professional or trade memberships, affiliations or licenses

Relevant hobbies and/or subjects of special study, research work, or interest

(NOTE: Do not include items that denote race, color, religion, sex, national origin, creed, age, marital or veteran status, disability or any other legally protected status.)

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION:

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Not everyone who applies for a vacant position will be interviewed.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation or material omission of this application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission which becomes known to American Federal Savings Bank will result in immediate termination of my employment.

I authorize American Federal Savings Bank to investigate my current and past employment and conduct a background check. I authorize all current and previous employers and supervisors (unless otherwise noted), including all persons with whom I have worked, to give American Federal Savings Bank's representative any and all information regarding me and my current and previous employment. I release American Federal Savings Bank, and all current and previous employers and supervisors, from liability for any damages that may result from furnishing information to American Federal Savings Bank.

In consideration of my employment, I agree to conform to the instructions, rules and policies of American Federal Savings Bank. I understand that my employment and compensation can be terminated at any time, with or without cause and with or without notice – within the guidelines of applicable laws - at the option of either the company or myself.

SIGNATURE

DATE

COMMENTS BY REVIEWER OF APPLICATION AND/OR INTERVIEWER:

CONSUMER REPORT FOR EMPLOYMENT PURPOSES

In connection with my application for employment, promotion, reassignment, or retention, I have been informed that a consumer report may be obtained for employment purposes. I authorize this institution to procure, or cause to be procured, a Consumer Report from a consumer reporting agency for employment purposes.

SIGNATURE

DATE



YOUR RIGHT TO PRIVACY

Your privacy is important to us. As a customer of American Federal Savings Bank, you provide us with important information about yourself. You are asked to provide us with this information to help us give you better service and complete your transactions more effectively. We believe it is our responsibility to safeguard your personal and financial information. We have no intentions of selling personal information about our customers to third-party businesses. We do disclose the following information to companies with which we have joint marketing arrangements that perform marketing services on our behalf:

- Information we receive from you on applications or other forms, such as your name, address, social security number, and phone number;
- Information about your transactions with us or nonaffiliated third parties; and
- Information we receive from a consumer reporting agency.

We do not disclose any nonpublic personal information about our customers and former customers to nonaffiliated third parties, except as permitted by law.

We restrict access to your personal and account information to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.



VOLUNTARY SELF-IDENTIFICATION

(Confidential - for Statistical Use Only)

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, national origin, sex, age, religion, creed, disability, veteran status, marital status, or any other legally protected status. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. *Please detach this page from the employment application, complete it, and place this form in a separate sealed envelope attached to your application.*

Please complete in full:

Date: _____
Position Applied For: _____
Name: _____
Sex: (please circle) Female Male

Please identify where you learned about this employment opportunity:

____ Montana Job Service Website
____ Montana Job Service Bulletin Board
____ American Federal Savings Bank Website
____ Newspaper ad
____ Other (describe) _____

Ethnic Group:

Please check one of the descriptions below corresponding to the ethnic group with which you most identify.

_____ **Hispanic or Latino** – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **American Indian or Alaskan Native (not Hispanic or Latino)** – A person having origins in any of the original peoples of North America and South American (including Central America), and who maintains tribal affiliation or community attachment.

_____ **Asian (not Hispanic or Latino)** – A person having origins in any of the original peoples 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.

_____ **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 original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

_____ **White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ **Two or more races (not Hispanic or Latino)** – A person who identifies with more than one of the above five races.

_____ **Race missing or unknown** – Applies to Applicants only, where a resume or application that is screened or received without any racial or ethnic identification and no further contact is made with the applicant.

**Personal and Confidential – information will be stored in file
separate from personnel records**