

**APPLICATION  
FOR  
EMPLOYMENT**



**BANK OF AKRON**

Est. 1900

**We Want To Be *Your* Bank**

Please print – All questions must be answered

An Equal Opportunity Employer

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
(Last) (First) (M.I.)

Address \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City) (State) (Zip)

How long at this address: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Telephone: \_\_\_\_\_ Best time to reach you: \_\_\_\_\_

**EMPLOYMENT INTEREST**

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Salary range desired: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Type of position:  Full time  Part time  Other : \_\_\_\_\_

Are you available to work the following: Overtime:  Yes  No Evenings:  Yes  No  
Weekends:  Yes  No Holidays:  Yes  No

**GENERAL INFORMATION**

1. Are you a U.S. citizen or an alien legally authorized to work in the U. S.?  Yes  No

Federal law requires that you provide documents which verify your identity and your eligibility for employment in the U.S. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

2. Are you at least 18 years of age?  Yes  No If not, birthdate: \_\_\_\_\_

Note: We are required to obtain a work permit from all employees under age 18 before they begin work. Generally, work permits are issued at the school the minor is attending. If you are under 18 and do not currently have a work permit, please contact your school.

3. Referral source: \_\_\_\_\_

4. Have you applied to this company before?  Yes  No If yes, when? \_\_\_\_\_

5. Have you been employed by this company before?  Yes  No If yes, when? \_\_\_\_\_

6. Do you have any relatives employed by this company?  Yes  No If yes, please list names, relationships and positions.  
\_\_\_\_\_

7. Have you ever been discharged or suspended by an employer?  Yes  No If yes, describe.  
\_\_\_\_\_

8. Have you ever been convicted of an offense (Felony or Misdemeanor) under any state's Code of Criminal Justice or similar laws of this or any other jurisdiction?\*  Yes  No If yes, please explain; include dates  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

Starting with your most recent employment, list employment for the past 10 years including self employment, summer, part-time, and part or full-time military service. You may include any work performed on a volunteer basis. Please attach a separate sheet if necessary.

Company	From (month/year)	To (month/year)	Starting salary	End salary
Street	Job Title		Supervisor	
City, State, Zip	Telephone			
Work performed	Reason for leaving (or planning to leave)			

Company	From (month/year)	To (month/year)	Starting salary	End salary
Street	Job Title		Supervisor	
City, State, Zip	Telephone			
Work performed	Reason for leaving			

Company	From (month/year)	To (month/year)	Starting salary	End salary
Street	Job Title		Supervisor	
City, State, Zip	Telephone			
Work performed	Reason for leaving			

## EDUCATION

Please check the last year of formal education completed:

9  
  10  
  11  
  12  
  13  
  14  
  15  
  16  
  17  
  18  
  18+

If you did not complete high school, do you have a high school equivalency diploma (GED)?

Yes    No

	Name and Location of Institution	Type of Degree or Diploma	Major course of study	Did you graduate?
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No
College or Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No

**Other Training or Skills (Specialized courses, computers, typing, special licenses, permit or certificates) Describe the type of training, the source and the dates:**


Please identify the job for which you are applying and write a paragraph as to why you are qualified. In addition, please describe what you consider as outstanding customer service.


For certain positions, driving a company vehicle is an essential function of the job. As a condition of employment will you be able to provide a current valid (unexpired) clean driver's license?  Yes  No

**REFERENCES**

List three Supervisory references you have known over three years who are not related to you. List educational or personal references only if you have not been previously employed.

Name	Company/Occupation	Years Known	Telephone Number

**AUTHORIZATION AND ACKNOWLEDGEMENT**

**I have read and agree to the conditions stated above.** I give my consent to former employer(s) and other contact persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to Bank of Akron. I acknowledge that all the above statements are true. Falsification on an employment application is grounds for immediate termination.

Applicant Name: (please print) \_\_\_\_\_

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

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



Bank of Akron is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite employees to voluntarily self-identify their race and ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

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

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

Gender:

- Male
- Female
- I do not wish to disclose

Race:

- Hispanic or Latino
- White
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or more races
- I do not wish to disclose

EEO Job Categories:

- Executive/Senior Level Officials and Managers
- First/Mid Level Officials and Managers
- Professionals
- Technicians
- Sales Workers
- Administrative Support Workers
- Craft Workers
- Operatives
- Laborers and Helpers
- Service Workers
- I do not wish to disclose