

Since  1881

AMERICAN HERITAGE BANK

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St. Cloud West St. Cloud East Clearwater Avon Long Prairie Browerville

APPLICATION FOR EMPLOYMENT

Name: _____
Date: _____
Position(s) Applied for: _____

**AN EQUAL EMPLOYMENT OPPORTUNITY/
AFFIRMATIVE ACTION EMPLOYER**

American Heritage National Bank does not discriminate in hiring or terms on conditions of employment because of individual's race, religion, color, sex, age, national origin, marital status, sexual preference, disability, or any other characteristics by law.

APPLICANT PLEASE READ CAREFULLY:

PLEASE ANSWER ALL THE QUESTIONS ON THIS FORM TO THE BEST OF YOUR ABILITY. APPLICANTS REQUIRING REASONABLE ACCOMODATION TO THE APPLICATION OR INTERVIEW PROCESS SHOULD NOTIFY A REPRESENTATIVE OF THE HUMAN RESOURCES DEPARTMENT. YOUR QUALIFICATIONS WILL BE CAREFULLY REVIEWED AND YOU WILL BE GIVEN THOROUGH CONSIDERATION FOR ANY SUITABLE VACANCIES IN THE ORGANIZATION. IF YOU ARE EMPLOYED, THIS WILL BECOME A PART OF YOUR PERMANENT PERSONNEL RECORD. KEEP THIS IN MIND AS YOU FILL IT OUT. WE APPRECIATE YOUR INTEREST AS SHOWN BY YOU FILLING OUT THIS APPLICATION BLANK. THIS INFORMATION WILL BE KEPT IN STRICT CONFIDENCE. DO NOT INCLUDE INFORMATION THAT IS NOT REQUESTED BY THE APPLICATION. DOING SO MAY NULLIFY THE APPLICATION.

PLEASE PRINT

IDENTIFICATION

LAST NAME		FIRST	MIDDLE
PRESENT ADDRESS		CITY AND STATE	ZIP CODE
HOME PHONE	WORK PHONE	SOCIAL SECURITY	DATE OF APPLICATION
EMAIL ADDRESS		HOW DID YOU HEAR ABOUT US?	

POSITION DESIRED

TYPE OF WORK INTERESTED IN OR POSITION DESIRED	DATE AVAILABLE _____	MINIMUM WAGE OR SALARY EXPECTED
	HOURS AVAILABLE _____	
ARE YOU 18 YEARS OF AGE OR OLDER? YES___ NO___	REGULAR_____ TEMPORARY_____	
	FULL TIME_____ PART TIME_____	
HAVE YOU EVER WORKED HERE BEFORE? IF YES, WHEN? WHERE? YES___ NO___	ARE YOU PRESENTLY AN EMPLOYEE HERE IF SO, SPECIFY WHAT DEPARTMENT: YES___ NO___	

Have you ever been convicted of a crime or felony more serious than a minor traffic violation?

NOTE: A conviction record is not an automatic bar to employment. Each situation is considered in relation to the position applied for.

YES___ NO___ If "yes" please explain _____

EDUCATION

ELEMENTARY OR HIGH SCHOOL	CIRCLE HIGHEST GRADE ATTENDED: _____ SCHOOL: _____ CITY: _____
	1 2 3 4 5 6 7 8 9 10 11 12
	G.E.D: _____ GRADUATE? YES___ NO___

COLLEGE	CIRCLE HIGHEST GRADE ATTENDED: _____ NAME OF COLLEGE: _____ CITY: _____
	1 2 3 4
	GRADUATE? YES___ NO___
MAJOR: _____	DEGREE(S): _____

GRADUATE SCHOOL	NUMBER OF CREDITS EARNED: _____ SCHOOL: _____ CITY: _____ STATE: _____
	GRADUATED? YES___ NO___
	MAJOR: _____

OTHER SCHOOLS ATTENDED	_____
	COURSES _____
	CERTIFICATE OR DIPLOMA _____ REGISTRATION NO. _____

PREVIOUS WORK EXPERIENCE AND PERSONAL REFERENCES

LIST ALL POSITIONS HELD, MOST RECENT FIRST, INCLUDING SUMMER AND MILITARY.

WORK EXPERIENCE: BE COMPLETE, DO NOT MARK APPLICATION "SEE RESUME". ACCOUNT FOR ALL YOUR TIME. APPLICATIONS MAY BE REJECTED IF INCOMPLETE.

GIVE YOUR MOST RECENT EMPLOYER FIRST			LENGTH OF EMPLOYMENT		
EMPLOYING FIRM:	YOUR TITLE	FROM	TO		
PHONE NUMBER:		MO: _____ YR: _____	MO: _____ YR: _____		
ADDRESS	SUPERVISOR	TOTAL TIME	FULL TIME ____ OR PART TIME ____		
		YRS: _____ MOS: _____	_____ HRS/WK		
CITY	STATE	ZIP	REASON FOR LEAVING		STARTING SALARY
					LAST SALARY
SPECIFIC DUTIES			MAY WE CONTACT THIS EMPLOYER? YES NO		

GIVE YOUR MOST RECENT EMPLOYER FIRST			LENGTH OF EMPLOYMENT		
EMPLOYING FIRM:	YOUR TITLE	FROM	TO		
PHONE NUMBER:		MO: _____ YR: _____	MO: _____ YR: _____		
ADDRESS	SUPERVISOR	TOTAL TIME	FULL TIME ____ OR PART TIME ____		
		YRS: _____ MOS: _____	_____ HRS/WK		
CITY	STATE	ZIP	REASON FOR LEAVING		STARTING SALARY
					LAST SALARY
SPECIFIC DUTIES			MAY WE CONTACT THIS EMPLOYER? YES NO		

GIVE YOUR MOST RECENT EMPLOYER FIRST			LENGTH OF EMPLOYMENT		
EMPLOYING FIRM:	YOUR TITLE	FROM	TO		
PHONE NUMBER:		MO: _____ YR: _____	MO: _____ YR: _____		
ADDRESS	SUPERVISOR	TOTAL TIME	FULL TIME ____ OR PART TIME ____		
		YRS: _____ MOS: _____	_____ HRS/WK		
CITY	STATE	ZIP	REASON FOR LEAVING		STARTING SALARY
					LAST SALARY
SPECIFIC DUTIES			MAY WE CONTACT THIS EMPLOYER? YES NO		

DESCRIBE ANY SKILLS, EXPERIENCES, AND SPECIFIC ACCOMPLISHMENTS WHICH BETTER QUALIFY YOU FOR THE POSITION:

WHAT HOBBIES DO YOU HAVE?	ARE YOU A MEMBER OF ANY HONORARY SOCIETIES OR PROFESSIONAL ASSOCIATIONS?
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REFERENCES: PLEASE LIST REFERENCES OTHER THAN RELATIVES THAT ARE FAMILIAR WITH YOUR QUALIFICATIONS			
NAME	ADDRESS	PHONE	RELATIONSHIP

IS THERE ANYTHING THAT WOULD PREVENT YOU FROM PERFORMING THE ESSENTIAL FUNCTIONS OF THE JOB(S) APPLIED FOR?

As an applicant for employment with American Heritage National Bank I understand the following:

- This application will remain on active file for 90 days. If I am hired within this period, this form will be transferred to my individual personnel file.
- If I am not hired within 90 days, this application is no longer active and I will need to reapply if I wish to be considered for a job within **American Heritage National Bank**.
- **Any misrepresentation or falsification of information or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including my dismissal from employment if discovered at a later date.**
- **My employment is not guaranteed for any term, and my employment may be terminated by the Bank or myself at any time for any reason. No management official is authorized to make any oral assurance or promise of continued employment.**
- I also understand that nothing contained in this document, or in the granting of an interview, is intended to create an employment contract between **American Heritage National Bank** and myself. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon this Employer unless made in writing.

I hereby give **American Heritage National Bank** the right to make a thorough Criminal and Credit History investigation of my past employment, education, driving record, references and activities; and, I release from all liability those persons, schools, companies and organizations supplying such information. I indemnify this Employer against any liability which might result from making such investigation.

DATE: _____ **SIGNATURE:** _____



AMERICAN HERITAGE BANK

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ST. CLOUD WEST
2915 2ND ST S
PO BOX 160
ST. CLOUD, MN 56302
(320) 654-9555

ST. CLOUD EAST
525 HIGHWAY 10 S
PO BOX 160
ST. CLOUD, MN 56302
(320) 257-5000

CLEARWATER
800 NELSON DR STE 007
PO BOX 296
CLEARWATER, MN 55320
(320) 558-2021

AVON
104 AVON AVE NORTH
PO BOX 8
AVON, MN 56310
(320) 356-7334

LONG PRAIRIE
24 2ND ST S
PO BOX 509
LONG PRAIRIE, MN 56347
(320) 732-6131

BROWERVILLE
502 SOUTH MAIN ST
PO BOX 211
BROWERVILLE, MN 56438
(320) 594-2215