
Application for Employment



Please Print Clearly

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Resumes Are Not A Substitute

Bank of the West is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other category protected by applicable federal, state, or local laws.

BANK OF THE WEST IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, BANK OF THE WEST OR YOU MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Position Applied For _____ Name _____

Telephone Number (____) _____ - _____ Email Address _____

Present Address _____
Street, Apartment, or Unit Number _____
City _____ State _____ Zip _____ How long have you lived there ____/____
Years/Months

Previous Address _____
Street, Apartment, or Unit Number _____
City _____ State _____ Zip _____ How long have you lived there ____/____
Years/Months

Desired Salary/Hourly Rate _____

Type of employment desired? Full-time _____ Part-time (Specify Hours) _____

Are you willing to work overtime? Yes _____ No _____ Date on which you can start work if hired _____

Have you previously applied for employment with Bank of the West? Yes _____ No _____

If Yes, when and where did you apply? _____

Have you ever been employed by Bank of the West? Yes _____ No _____ If Yes, provide dates of employment, location, and reason for separation from employment.

Have you ever been convicted of, plead guilty, or no contest to a felony offense? yes _____ no _____

If yes, please explain. _____

Criminal convictions will not automatically disqualify an applicant from a particular job. Bank of the West will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion.

Referral Source _____ Advertisement _____ Employee _____ Relative _____ Walk-in _____
_____ Employment Agency _____ Government Employment Agency _____ Other _____

Name of Source (if applicable) _____

List all special technical skills that you feel qualify you for the job for which you are applying (For example, computer programming/language, software, equipment operation, special tools or machines, etc.)

Education	School Name and Location (Address, City, State)	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade or Post College					

Honors Received _____

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

Employer

<i>Name</i>	<i>Address</i>	<i>Type of Business</i>
Telephone () _____ - _____	Dates Employed From _____ / _____ / _____	To _____ / _____ / _____
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? Yes No If No, why _____	
Wages Start _____ Final _____	Reason for Leaving _____	
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, explain. _____		

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Wages Start _____ Final _____	Reason for Leaving _____	
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, explain. _____		

Please explain fully all gaps in your employment history in excess of one month.

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE	NUMBER OF YEARS KNOWN

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver’s license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that Bank of the West maintains a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace. I also understand that all employees, pursuant to Bank of the West’s policy, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with Bank of the West’s policies and applicable federal, state, and local law.

If employed by Bank of the West I understand and agree that Bank of the West may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and other consideration, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

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IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF BANK OF THE WEST, AND I UNDERSTAND THAT BANK OF THE WEST HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL OR ARBITRATION AGREEMENT WITHOUT MUTUAL CONSENT.

I authorize Bank of the West or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by Bank of the West to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to Bank of the West or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Bank of the West and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Bank of the West, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Bank of the West. I also understand Bank of the West employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature _____ Date _____

FOR PERSONNEL DEPARTMENT USE ONLY

Interviewer Name	Comments

Employed: YES NO Date of Employment _____

Position _____ Department _____

Monthly Salary _____