

# BankOnITUSA®

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION:

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

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

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

Street Address \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_ Home Email: \_\_\_\_\_

Have you ever filed an application with us before?

Yes            No

If yes, when? \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Are you eligible to work in the United States?

Yes            No

Have you been convicted of or pleaded no contest to any crime?

Yes            No

If yes, please explain: \_\_\_\_\_

*Note: Conviction of a crime may not automatically disqualify you for employment.*

**POSITION/AVAILABILITY:**

Job Applying for: \_\_\_\_\_

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

Income Expected: \_\_\_\_\_

Minimum Income Required: \_\_\_\_\_

**EDUCATION:**

**College / Technical School**

Name: \_\_\_\_\_ City / State: \_\_\_\_\_

Last Year Completed: \_\_\_\_\_ Did You Graduate: Yes      No

Major / Courses: \_\_\_\_\_ Degree / Certificate: \_\_\_\_\_

**Other (Specify)**

Name: \_\_\_\_\_ City / State: \_\_\_\_\_

Last Year Completed: \_\_\_\_\_ Did You Graduate: Yes      No

Major / Courses: \_\_\_\_\_ Degree / Certificate: \_\_\_\_\_

Skills and Qualifications: Licenses, Skills, Training, Awards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

**1. Current / Most Recent Employer**

Company Name: \_\_\_\_\_ City / State: \_\_\_\_\_

May We Contact: Yes            No            Phone: \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Your Last Position: \_\_\_\_\_

Months in Last Position: \_\_\_\_\_

Dates Employed:    From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of Pay:            Start: \_\_\_\_\_ End: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities / Duties:  
\_\_\_\_\_  
\_\_\_\_\_

**2. Next Previous Employer**

Company Name: \_\_\_\_\_ City / State: \_\_\_\_\_

May We Contact: Yes            No            Phone: \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Your Last Position: \_\_\_\_\_

Months in Last Position: \_\_\_\_\_

Dates Employed:    From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of Pay:            Start: \_\_\_\_\_ End: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities / Duties:  
\_\_\_\_\_  
\_\_\_\_\_

**3. Next Previous Employer**

Company Name: \_\_\_\_\_ City / State: \_\_\_\_\_

May We Contact: Yes            No            Phone: \_\_\_\_\_

Your Starting Position: \_\_\_\_\_ Your Last Position: \_\_\_\_\_

Months in Last Position: \_\_\_\_\_

Dates Employed:    From: \_\_\_\_\_ To: \_\_\_\_\_

Rate of Pay:            Start: \_\_\_\_\_ End: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Responsibilities / Duties:  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:**

Work Reference #1:

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

Telephone: \_\_\_\_\_

Work Reference #2:

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

Telephone: \_\_\_\_\_

Work Reference #3:

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

Telephone: \_\_\_\_\_

## EEOC Compliance

This company is dedicated to a policy of affirmative action and equal opportunity in employment without regard to race, religion, gender, sexual orientation, national origin, age, veteran or disabled status, or any other protected class. Reasonable accommodation will be made as appropriate to enable any employee or applicant for employment to safely and properly perform the job applied for as requested and as appropriate.

The following information is necessary for this company to evaluate its hiring practices and to track its progress and effectiveness in complying with its Affirmative Action Plan and equal employment policies. The information is **voluntary** and will be kept confidential insofar as possible. Information provided will not be negatively considered in any part of the selection process.

**PLEASE CHECK THE APPROPRIATE BOXES AND COMPLETE THE FOLLOWING ENTRIES**

<b>Sex:</b>	<input type="checkbox"/>	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
-------------	--------------------------	--------------------------	------	--------------------------	--------

**Ethnic Background:**

<input type="checkbox"/>	<b>Hispanic or Latino</b> - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
<input type="checkbox"/>	<b>American Indian or Alaska Native (Not Hispanic or Latino)</b> - 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.
<input type="checkbox"/>	<b>Black or African American (Not Hispanic or Latino)</b> - A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/>	<b>Asian (Not Hispanic or Latino)</b> - 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.
<input type="checkbox"/>	<b>White (Not Hispanic or Latino)</b> - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<input type="checkbox"/>	<b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)</b> - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/>	<b>Two or More Races (Not Hispanic or Latino)</b> - All persons who identify with more than one of the above five races.

## VETERANS INVITATION TO SELF-IDENTIFY

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

These classifications are defined as follows:

- A "disabled veteran" is one of the following: A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or \* a person who was discharged or released from active duty because of a service-connected disability.
- A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- An "Armed forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA-the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

<input type="checkbox"/>	I identify as one or more of the classifications of protected Veteran listed above
<input type="checkbox"/>	I am not a protected Veteran
<input type="checkbox"/>	I do not wish to answer

**Employment Disclosure**

All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age or disability. No information on this application will be used for the purpose of discrimination.

Submitting this application certifies that my answers to the forgoing questions are true and correct and that I understand that intentionally providing false information will result in refusal of employment or termination of employment if discovered after the date of hire.

I understand that, if hired, my status is that of an employee at will, meaning that I have no contractual right, express or implied, to remain in this company's employ. In consideration of my employment, I specifically agree that my employment or the terms and conditions thereof including compensation can be changed or terminated with or without cause and with or without notice at any time at the option of this company. I further understand that, if hired, my employment is for no definite period and either this company or I may terminate our relationship at will at any time and that this employment application does not constitute an employment contract. It is further agreed that this "at will" employment relationship may not be changed by any written document or by conduct, unless such change is specifically agreed and acknowledged in writing by an authorized executive of this organization.

I voluntarily grant this company the right to investigate and verify the information and statements I have provided in this application and agree to hold all persons harmless with respect to any information they may give, receive or verify.

I agree that, if hired, I will observe all policies and strict confidentiality concerning all affairs of this company and its members.

**By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Or, e-mail completed application to [employmentapp@bankonitusa.com](mailto:employmentapp@bankonitusa.com)

Please e-mail resume or any additional information to [employmentapp@bankonitusa.com](mailto:employmentapp@bankonitusa.com). Thank you for your interest in BankOnIT.