



**Application for Employment**  
**Citizens Federal Savings Bank**

*Home Office and Downtown Branch Office: Leavenworth, KS*  
*Branch Office: Basehor, KS*

PLEASE PRINT

Personal Information

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date \_\_\_\_\_

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

City, State and Zip Code \_\_\_\_\_ Business Telephone \_\_\_\_\_  
 \_\_\_\_\_ ( ) \_\_\_\_\_

Have you ever applied for employment with us? \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Yes  No If Yes: Month and Year \_\_\_\_\_

Position and Branch Location Desired \_\_\_\_\_ Pay Expected \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ Per Hr/ Mo/ Yr

Apart from absence for religious observance, are you available for full-time work? \_\_\_\_\_ Will you work overtime if asked?  
 Yes  No If no, what hours can you work? \_\_\_\_\_  Yes  No

When will you be able to begin work? \_\_\_\_\_ Are you legally eligible for  
 \_\_\_\_\_ employment in the U.S.?  
 Yes  No

Education

School	Name and Location of School	Course of Study	Number of Years Completed	Did you Graduate?	Degree or Diploma
Graduate					
College					
Business/Trade					

High School					
Elementary					

**Special Training or Skills**

What types of special training or skills do you have? (languages, machine operation, etc.)

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**Membership in Professional or Civic Organizations**

*(Exclude those which may disclose your race, color or national origin.)*

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**Employment**

*Please give an accurate and complete full-time and part-time employment record. Start with your present or most recent employer.*

Company Name:	Telephone Number (      )
Address:	Employed (Month/Year): From                      To
Name of Supervisor:	Reason for Leaving:
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weekly Pay: Start                      Last
State Job Title and Describe Your Work:	

Company Name:	Telephone Number (      )
Address:	Employed (Month/Year): From                      To
Name of Supervisor:	Reason for Leaving:
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weekly Pay: Start                      Last
State Job Title and Describe Your Work:	

Company Name:	Telephone Number (      )
Address:	Employed (Month/Year): From                      To
Name of Supervisor:	Reason for Leaving:
May We Contact This Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Weekly Pay: Start                      Last
State Job Title and Describe Your Work:	

**Miscellaneous**

The information requested is needed for a legally permissible reason. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law prohibits discrimination based on age and citizenship. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types of discrimination based upon ancestry, marital status or physical or mental handicap or disability.

How long have you lived at your present address? \_\_\_\_\_

What was your previous address? \_\_\_\_\_

How long did you live at your previous address? \_\_\_\_\_

Have you ever been bonded?  Yes  No If Yes, with what employer(s)? \_\_\_\_\_

Are you over 18 years of age?  Yes  No Employment is subject to verification of age.

Section 19 of the FDIA prohibits individuals convicted of certain crimes from working for a federally insured financial institution. Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court?  Yes  No

If Yes, describe in full: \_\_\_\_\_

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

**References**

List the names and telephone numbers of three references who are not related to you.

Name	Telephone Number	Years Known

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for nonconsideration of this application, or termination, if I am employed by this Employer. I give this Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability this Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. This Employer is an Equal Opportunity Employer. This Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. I understand that just as I am free to resign at any time, this Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make assurances to the contrary. I understand that screen tests for illegal drug use may be required as a condition of employment.

Signature of Applicant

Date

**Company Use Only:**

<b>O - Outstanding – Applicant is exceptional. Is recognized as being far superior to others.</b>	<b>I – Improvement Needed – Applicant is deficient. Below the standards required of the job.</b>
<b>V – Very Good – Applicant clearly exceeds the position requirements.</b>	<b>U – Unsatisfactory – Applicant is generally unacceptable.</b>
<b>G – Good – Applicant is competent and dependable. Meets standards of the job.</b>	<b>N/A – Not Applicable</b>

<b>General Factors</b>	<b>Rating</b>	<b>Supportive Details or Comments</b>
<b>Experience</b> The extent to which the applicant’s background and experience are consistent with the requirements of the job.		
<b>Education</b> The extent to which the applicant’s schooling is relevant and sufficient for the requirements of the job.		
<b>Job Knowledge</b> The extent to which the applicant possesses the practical/technical knowledge required on the job.		
<b>Information About General Work Field</b> The extent to which the applicant has a thorough knowledge or is familiar with the field.		
<b>Communication Skills</b> The extent to which the applicant can communicate effectively.		
<b>Motivation</b> The extent to which the applicant seems to have a true desire to work and has an interest in the position.		
<b>Composure</b> The extent to which the applicant seems to be in control and able to handle pressure.		
<b>Initiative</b> The extent to which the applicant appears to seek out new assignments or additional duties when necessary.		
<b>Overall Impression</b> The applicant’s overall dress/appearance and responsiveness are considered as to the requirements of the job.		

- This applicant is:
- ( ) A strong candidate
  - ( ) A possible candidate
  - ( ) Of no further interest

Comments:

Interviewer: \_\_\_\_\_

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