



Your Bridge to the Future

Two Rivers Financial Group

Human Resources Department
222 North Main St.
Burlington, IA 52601

Application for Employment

Two Rivers Financial Group is an Equal Employment Opportunity employer. Equal access to programs, services and employment is available to all persons. We do not discriminate against qualified applicants in hiring or employment on the basis of race, color, religion, creed, national origin, ancestry, sex, marital status, status with regard to public assistance, age, disability, affectional preference or status as a disabled or Vietnam-era veteran, or any other status protected by any federal, state, or local statute or ordinance. No question on this application is intended to secure information to be used for such discrimination.

Name _____ Social Security # _____ - ____ - ____

Address _____
City _____ State _____ Zip _____

Telephone # (____) _____ Mobile/Beeper/Other # (____) _____ Email _____

Position applied for _____ Date of application _____

Referral Source (Please check the appropriate category and name the source.)

- | | |
|--|---|
| <input type="checkbox"/> Walk-In _____ | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Employee _____ | <input type="checkbox"/> Job Fair _____ |
| <input type="checkbox"/> Advertisement _____ | <input type="checkbox"/> Staffing Agency _____ |
| <input type="checkbox"/> Company Website _____ | <input type="checkbox"/> Government Employment Agency _____ |
| <input type="checkbox"/> Other Internet _____ | <input type="checkbox"/> Other _____ |

You are interested in working:

- Full Time Part Time
- Temporary Summer
- Flexible Schedule

Hours available to work:

_____AM/PM to _____AM/PM

Date available to begin work:

_____/_____/_____

Have you submitted an application here before? If "yes", give date and position:

Have you ever been employed here before? If "yes", give date and position:

What is your desired salary range or hourly rate of pay?

\$ _____ Per _____

Are you 18 years of age or older?

YES NO

Do you have a legal right to work in the U.S.?

This excludes H-1B visas.
Proof will be required at hire.

YES NO

Work History

Are you presently employed? Yes No May we contact your present employer? Yes No

Present Employer

Company Name _____	Dates Employed: _____ to _____
Type of Business _____ Phone _____	Manager's Name: _____
Address _____	Ending Salary: \$ _____
Job Title _____ Hours Per Week _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Annual
Nature of Duties _____	Incentive Earnings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving or seeking change of position _____	

1st Previous Employer

Company Name _____	Dates Employed: _____ to _____
Type of Business _____ Phone _____	Manager's Name: _____
Address _____	Ending Salary: \$ _____
Job Title _____ Hours Per Week _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Annual
Nature of Duties _____	Incentive Earnings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving or seeking change of position _____	

2nd Previous Employer

Company Name _____	Dates Employed: _____ to _____
Type of Business _____ Phone _____	Manager's Name: _____
Address _____	Ending Salary: \$ _____
Job Title _____ Hours Per Week _____	<input type="checkbox"/> Hourly <input type="checkbox"/> Annual
Nature of Duties _____	Incentive Earnings: <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving or seeking change of position _____	

References (Please list business references who may be contacted regarding your past work performance and job experience.)

1. Name/Business Title: _____
Address: _____
Relationship: _____
Phone: _____

2. Name/Business Title: _____
Address: _____
Relationship: _____
Phone: _____

3. Name/Business Title: _____
Address: _____
Relationship: _____
Phone: _____

Skills/Experience (Check all that apply.)

Typing WPM _____ Software Programs: _____
 Word Processing _____
 Calculator _____
 Ten-Key Adding Other activities, training, experiences or special skills: _____
 CRT _____

Education

High School Name: _____ Location: _____ Diploma or GED? Yes No

Advanced Education

1. Name of Institution: _____ Location/Address: _____

Graduate? Yes No Degree or Certificate: _____ Course of Study: _____

2. Name of Institution: _____ Location/Address: _____

Graduate? Yes No Degree or Certificate: _____ Course of Study: _____

Have you ever committed an act of breach of trust or dishonesty?
(e.g.; theft, falsification)?

Yes No

If yes, give details: _____

Have you ever been convicted of a felony or misdemeanor?

Yes No

If yes, give details: _____

Are you presently subject to indictment or criminal charges?

Yes No

If yes, give details: _____

NOTE: Applicants are not obligated to disclose **sealed** or **expunged** records of conviction or arrest.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organization for furnishing such information about me.

I understand that this application remains current for 90 days from the date of the application. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves that same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

If hired, I understand that I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) eliminate me from further consideration for employment, or 2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: _____ Date: _____



Notice and Authorization

I, _____, hereby consent and authorize Two Rivers Financial Group or it’s agents to prepare an investigative consumer report, including but not limited to obtaining a consumer report and information as to my credit worthiness, credit standing, character, general reputation, credit capacity, personal characteristics, and mode of living. This report may involve personal interviews with sources such as friends, associates, past employers and educational institutions. I may be requested to supply a list of personal and/or professional references for this purpose. I understand that I am entitled to a copy of my rights under the FCRA as well as to request additional disclosures of the nature and scope of the investigation. Public records may be used in this report, such as civil and criminal records, driving records, liens, judgments, and bankruptcy that are deemed to have a bearing on my job performance.

This consumer report will be used for employment purposes as it is defined in the Fair Credit Reporting Act, section 603 (h). In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates, a copy of the report and a description in writing of the rights of the consumer under the FCRA, as prescribed by the Federal Trade Commission, section 609(C)(3).

I am providing the following information for the preparation and proper verification of the consumer report:

Applicant Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

All previous names used and corresponding years: _____

Date of birth: _____

Social Security number: _____

All past states of residence with zip codes and corresponding years:

Applicant/Employee Signature

Date

Voluntary Self-Identification EEO/AAP Form-Applicants

(Confidential: For Statistical Use Only)

In an effort to implement our voluntary government affirmative action program record keeping and reporting requirements, we ask that you complete this data survey. Your cooperation is appreciated. Providing this information is STRICTLY VOLUNTARY. Failure to provide it will have no role in our hiring decision. Information provided will be kept confidential in accordance with applicable regulations. This form will be removed from your application prior to consideration for employment and will be used solely for statistical purposes.

Name (Last, First, Middle Initial)	Date										
Position											
Referral Source <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Internet _____</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Newspaper _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Employee Referral _____</td> <td style="border: none;"><input type="checkbox"/> Organization _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Website _____</td> <td style="border: none;"><input type="checkbox"/> Job Fair _____</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Recruiter _____</td> <td style="border: none;"><input type="checkbox"/> Other _____</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Walk In _____</td> </tr> </table>		<input type="checkbox"/> Internet _____	<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> Employee Referral _____	<input type="checkbox"/> Organization _____	<input type="checkbox"/> Website _____	<input type="checkbox"/> Job Fair _____	<input type="checkbox"/> Recruiter _____	<input type="checkbox"/> Other _____		<input type="checkbox"/> Walk In _____
<input type="checkbox"/> Internet _____	<input type="checkbox"/> Newspaper _____										
<input type="checkbox"/> Employee Referral _____	<input type="checkbox"/> Organization _____										
<input type="checkbox"/> Website _____	<input type="checkbox"/> Job Fair _____										
<input type="checkbox"/> Recruiter _____	<input type="checkbox"/> Other _____										
	<input type="checkbox"/> Walk In _____										
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female											
Ethnicity (Check all that apply) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> American Indian or Alaskan Native</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Caucasian</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Asian</td> <td style="border: none;"><input type="checkbox"/> Hispanic or Latino</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Black or African-American</td> <td style="border: none;"><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">[] Two or more races</td> </tr> </table> <p><u>American Indian or Alaskan Native</u> -A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p><u>Asian</u> -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.</p> <p><u>Black or African-American</u>- A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."</p> <p><u>Caucasian</u>- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Hispanic or Latino</u> -A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p> <p><u>Native Hawaiian or Other Pacific Islander</u> -A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>		<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Caucasian	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		[] Two or more races		
<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Caucasian										
<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino										
<input type="checkbox"/> Black or African-American	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander										
	[] Two or more races										

For Office Use Only		
Disposition code: _____	Position considered for: _____	<input type="checkbox"/> Ethnicity missing or unknown