

# ARIZONA MULTIBANK

*Community Development Corporation*

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## Application for Employment

All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status.

- Arizona MultiBank reserves the right to contact drug testing and credit checks in accordance with applicable law.
- Persons under 18 years of age must show a work permit or other proof of eligibility to work.
- If you need an accommodation to participate in the application process (e.g., taking a pre-employment test or participating in an interview), you may request such an accommodation. However,

it would be helpful if you inform us of your need for an accommodation within a reasonable time before that part of the application process begins.

- According to federal law, if you are hired, you must bring with you on your first day of work the appropriate original document(s) verifying your identity and showing eligibility for employment. If you are offered a job you will be told what appropriate documents are needed. Your failure to bring these documents will delay your entry onto the payroll. Further, the law precludes continuing employment if the documents are not provided in a timely fashion.

<b>INSTRUCTIONS FOR COMPLETING THE APPLICATION</b>
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- Although we welcome your resume, please complete the application in full.
- If you have completed an application within the past 90 days, you need not complete another one.
- Be sure to sign the application on the last page.

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## APPLICATION FOR EMPLOYMENT

NAME: Last	First	Middle	Social Security No.	Telephone No.
ADDRESS: Street				Work/Day Time
PLEASE INDICATE OTHER NAMES YOU HAVE USED WHILE WORKING OR ATTENDING SCHOOL, SUCH AS A FORMER NAME, ETC.				

**POSITION OBJECTIVE**

Position Desired:	Date Available For Work:	Salary/Wage Desired:
Shift Desired: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends	Type of Employment Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (20 or more hours per week) <input type="checkbox"/> Part-Time (less than 20 hours per week)	
Geographic Preferences:	If you Desire Part-Time Work, Indicate Hours and Days Available: <input type="checkbox"/> Mon _____ <input type="checkbox"/> Tue _____ <input type="checkbox"/> Wed _____ Minimum Hours Acceptable Per Week _____ <input type="checkbox"/> Thu _____ <input type="checkbox"/> Fri _____ Maximum Hours Acceptable Per Week _____ <input type="checkbox"/> Sat _____ <input type="checkbox"/> Sun _____	

**EMPLOYMENT HISTORY** List PRESENT or LAST employer first

May we contract your current employer even if an offer of employment has not yet been extended? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you accept an offer of employment, Arizona MultiBank may contract your current employer even if you check no.)					
Please furnish information about each period of employment including military and/or volunteer service. Be sure to include all employment with Banks and other financial institutions. You may attach additional pages if necessary.					
From	To	Employer's Name and Complete Address (Company Name, Street No., City, State, Zip)			
Mo. Yr.	Mo. Yr.				
From	To	Your Job Title:	Immediate Supervisor:	Telephone:	
Mo. Yr.	Mo. Yr.				
Beginning Salary:			Ending Salary:		
Description of Duties:					
Reason for Leaving:					
From	To	Employer's Name and Complete Address (Company Name, Street No., City, State, Zip)			
Mo. Yr.	Mo. Yr.				
From	To	Your Job Title:	Immediate Supervisor:	Telephone:	
Mo. Yr.	Mo. Yr.				
Beginning Salary:			Ending Salary:		
Description of Duties:					
Reason for Leaving:					

**EMPLOYMENT HISTORY** List PRESENT or LAST employer first

From Mo Yr	To Mo Yr	Employer's Name and Complete Address (Company Name, Street No., City, State, & Zip)			
From Mo Yr	To Mo Yr	Your Job Title:	Immediate Supervisor:	Telephone: ( )	
Beginning Salary: \$			Ending Salary: \$		
Description of Duties:					
Reason for Leaving:					
From Mo Yr	To Mo Yr	Employer's Name and Complete Address (Company Name, Street No., City, State, & Zip)			
From Mo Yr	To Mo Yr	Your Job Title:	Immediate Supervisor:	Telephone: ( )	
Beginning Salary: \$			Ending Salary: \$		
Description of Duties:					
Reason for Leaving:					

**SPECIALIZED SKILLS AND KNOWLEDGE**

List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as: awards received, memberships or offices held in professional organizations, licenses held, computer languages or software programs, foreign languages (proficiency in speaking and writing), etc.

For clerical applicants only: Please complete all Categories that apply	Typing	Word Processing	10-Key Adding Machine	Other Machines Requiring Special Skills:
	_____ WPM	_____ WPM	<input type="checkbox"/> Sight <input type="checkbox"/> Touch	

Computer Equipment and Software Knowledge:

**EDUCATION AND TRAINING INFORMATION**

Education	Name of School	Location (City, State)	From Mo./Yr.	To Mo./Yr.	Degrees Conferred
High School					
College(s)					
Graduate Work					
Other School(s) (trade, etc.)					
Major Studies			Minor Studies		

