LIST AT LEAST THREE BUSINESS OR PROFESSIONAL REFERENCES WHO ARE NOT RELATED TO YOU

REFERENCE NAME	TELEPHONE NUMBER	RELATIONSHIP (i.e., SUPERVISOR, PROFESSOR, CO-WORKER)
	Daytime:	
	Alternate:	
	Daytime:	
	Alternate:	
	Daytime:	
	Alternate:	
	Daytime:	
	Alternate:	

PERSONAL QUALIFICATIONS AND ACHIEVEMENTS

Use this space for comments about any computer skills, special courses, seminars and/or training that would enable you to perform the position for which you are applying:

ATTENDANCE AND PUNCTUALITY INFORMATION

Consistent attendance and punctuality are essential requirements of every job with this Bank. Is there anything, which would interfere with your regular attendance and punctuality if you were offered a job with the Bank? ☐ YES ☐ NO If yes, explain below:

PRE-EMPLOYMENT STATEMENT *(PLEASE READ CAREFULLY BEFORE SIGNING)*

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING $100.00.

APPLICANT'S SIGNATURE **DATE**

I hereby certify that the facts set forth in the above Employment Application are true and complete to the best of my knowledge and I authorize Arundel Federal Savings Bank to verify their accuracy and to obtain reference information on my work performance. I hereby release Arundel Federal. from any/all liability of whatever kind and nature, which, at any time, could result from obtaining and having an employment decision, based on such information. In consideration of my employment, if I am employed, I agree to conform to the employment policies of Arundel Federal Savings Bank, and I understand that my employment can be terminated, with or without notice, at any time, at the option of either Arundel Federal Savings Bank or myself. I understand that no representative of the Bank, other than the President, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or Federal law.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Bank until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand that if I am hired, I will be required to provide proof of identify and legal authorization to work in the United States and that federal immigration laws require me to complete a current version of the Employee Eligibility Verification Form (I-9) in this regard.

Arundel Federal is an equal opportunity employer. This application for employment will be current for only 90 days. You may be required to complete a new application in order to be considered for employment after that time.

APPLICANT'S SIGNATURE **DATE**

ARUNDEL FEDERAL SAVINGS BANK IS AN EQUAL OPPORTUNITY EMPLOYER

ARUNDEL FEDERAL
SAVINGS BANK

EMPLOYMENT

APPLICATION

ALL SECTIONS MUST BE COMPLETED

PERSONAL DATA ***(PLEASE COMPLETE USING LEGAL NAME)***

Applicant Last Name	First	Middle
Address:		E-mail Address:
Home Telephone Number:	Alternate Telephone Number:	Social Security Number:

Are you legally eligible to be employed in the United States? ☐ YES ☐ NO (Proof of identity and eligibility will be required upon employment)	Have you previously worked for Arundel Federal Savings Bank? ☐ YES ☐ NO If yes, when?
Are you over 18 years old? ☐ YES ☐ NO (If no, you may be required to provide authorization to work)	Driver's License No. (required if driving is a job requirement)

Are any of your relatives or friends presently employed, were previously employed or currently being considered for employment with Arundel Federal? (State relative's name and relationship; If none, state none.)

Referral Source: How did you learn about Arundel Federal?

During the last ten years have you ever been convicted of a crime other than a minor traffic offense? *(A conviction will not necessarily bar you from employment. Rather, such facts as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).* ☐ YES ☐ NO If yes, explain:

_____

JOB INTEREST

Position applying for

Title: Job ID

Salary desired:	Date available for work:

EDUCATION ***(ALL DEGREES WILL BE VERIFIED)***

Type of School	Name and Address	Major Subject	Circle last year attended	Did you graduate? If yes, when?	Degree
High School			9 10 11 12		
College			1 2 3 4		
College			1 2 3 4		
Graduate School			1 2 3 4		
Business, Trade, etc. (Certifications such as CPA, PHR, SPHR, Banking, Accounting, Legal, etc.)			1 2 3 4		

ARUNDEL FEDERAL SAVINGS BANK IS AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE: ***(List your last three employers, start with present or most recent employment.)***

Employer	Telephone Number
Full Address (including Street, City, State & Zip)	
Dates Employed: From To	May we contact your present Supervisor/Employer?
Starting Base Salary: (Hourly/Salary and bonus or commission)	Final Base Salary: (Hourly/Salary and bonus or commission)
Immediate Supervisor's Name and Title	Reason for Leaving:
IDENTIFY YOUR POSITION TITLE AND SUMMARIZE YOUR JOB RESPONSIBILITIES:	

Employer	Telephone Number
Full Address (including Street, City, State & Zip)	
Dates Employed: From To	May we contact your present Supervisor/Employer?
Starting Base Salary: (Hourly/Salary and bonus or commission)	Final Base Salary: (Hourly/Salary and bonus or commission)
Immediate Supervisor's Name and Title	Reason for Leaving:
IDENTIFY YOUR POSITION TITLE AND SUMMARIZE YOUR JOB RESPONSIBILITIES:	

Employer	Telephone Number
Full Address (including Street, City, State & Zip)	
Dates Employed: From To	May we contact your present Supervisor/Employer?
Starting Base Salary: (Hourly/Salary and bonus or commission)	Final Base Salary: (Hourly/Salary and bonus or commission)
Immediate Supervisor's Name and Title	Reason for Leaving:
IDENTIFY YOUR POSITION TITLE AND SUMMARIZE YOUR JOB RESPONSIBILITIES:	