



ARUNDEL FEDERAL  
SAVINGS BANK

# EMPLOYMENT APPLICATION

# ARUNDEL FEDERAL SAVINGS BANK EMPLOYMENT APPLICATION

## ALL SECTIONS MUST BE COMPLETED

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

Applicant Last name	First	Middle
Mailing Address (street number/name, city, state, zip):		Email address:
Home Phone Number:	Alternate Phone Number:	
Are you legally eligible to be employed in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of identity and eligibility will be required upon employment)	Have you previously worked for Arundel Federal Savings Bank? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, when?	
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?		

**JOB INTEREST**

Position applying for:	
Salary desired:	Date available for work:

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

Type of School	Name and Address	Last year completed	Are you currently attending?	Did you graduate?	Major/Degree
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, etc. (Certifications such as CPA, PHR, SPHR, Banking, Accounting, Legal, etc.)		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**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? <input type="checkbox"/> Yes <input type="checkbox"/> No
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:

**POSITION TITLE AND BRIEF SUMMARY (i.e. Teller: Responsible for processing customer transactions.)**

Employer	Telephone Number
Full Address (including Street, City, State, & Zip)	
Dates Employed: From _____ To _____	May we contact your present Supervisor/Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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:

**POSITION TITLE AND BRIEF SUMMARY**

Employer	Telephone Number
Full Address (including Street, City, State, & Zip)	
Dates Employed: From _____ To _____	May we contact your present Supervisor/Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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:

**POSITION TITLE AND BRIEF SUMMARY**

## APPLICABLE CERTIFICATIONS

Use this space to list any applicable certifications (i.e. cash handling, Human resources-HRCI or SHRM, CPA, NMLS residential lending, Notary Public, etc.).

## PERSONAL QUALIFICATIONS/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:

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

ARUNDEL FEDERAL COMPLIES WITH THE EMPLOYEE POLYGRAPH PROTECTION ACT, AND WILL 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.

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 (herein referred to as Arundel Federal) to verify their accuracy and to obtain reference information on my work performance. I hereby authorize Arundel Federal to conduct a background investigation proceeding any conditional offer of employment. 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, and I understand that my employment can be terminated, with or without notice, at any time at the option of either Arundel Federal 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 discovered after becoming employed, may result in immediate termination of employment.

I understand that as part of my employment I will be required to provide proof of identity and legal authorization to work in the United States and completion of the current version of the Employee Eligibility Verification Form (I-9) in accordance with the Immigration Reform and Control Act.

Arundel Federal complies with all portions of the Equal Employment Opportunity Act. This application for employment will be valid for a period of one (1) year.

\_\_\_\_\_  
Applicant's signature or electronic signature

\_\_\_\_\_  
Date



**Affirmative Action Self ID Survey**

Applicants and employees are treated without regard to race, color, religion, sexual orientation, gender, national origin, citizenship status (unless required by a government contract), age, marital or veteran status, physical or mental disability, or any other legally protected status during every aspect of the employment process.

As employers and government contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with affirmative action record keeping, reporting and other legal requirements, please complete the survey below. This information will not be used for hiring, placement, or other decisions related to the terms and conditions of employment. This document will be kept in a confidential file, separate from applicant and personnel files. When reported, data will not identify any specific individual.

**YOUR COOPERATION IS VOLUNTARY**

**INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION**

Please complete the following information. *Please print.*

Last Name:	First Name:
Date:	Job Title/Req Number:

**Gender**

- Male
- Female

**Ethnicity** - Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

- Yes
- No

**Race** - If you are not Hispanic or Latino, please select the appropriate race category.

- White (Not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) - 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.
- American Indian or Alaska Native (Not Hispanic or Latino) - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) - persons who identify with more than one of the above five races.

I respectfully decline completing the information being requested above.

\_\_\_\_\_ **Initials**



## Invitation to Self-Identify – Pre-Offer

---

Arundel Federal Savings Bank (AFSB) 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:

1. 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.
2. 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.
3. 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.
4. 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.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN

---

Signature

---

Date