



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