



**ALTOONA FIRST
SAVINGS BANK**

EMPLOYMENT APPLICATION

Altoona First Savings Bank is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy, all qualified applicants for employment will be considered without regard to race, religion, color, sex, national origin, age, marital status, veteran status, the presence of a protected disability or any other basis prohibited by federal, state or local law.

Date of Application _____ Position(s) Applied for _____.

I. GENERAL INFORMATION

Name (Print) _____
(Last) (First) (Middle)

Telephone Number _____ Social Security Number _____

Current Address _____ City _____

State _____ Zip Code _____

Are you a citizen of the United States or an alien who has a legal right to work in the United States? Yes _____ No _____

Note: The Immigration Reform and Control Act of 1986 requires that individuals provide documents verifying their identity and authorization for employment in the United States as a condition of employment. These documents must be produced no later than three business days after commencement of employment. At the same time, new employees are required to sign Federal Government form I-9 verifying, under oath, their employment authorization.

Are you available to work: Full-time _____ Part-time _____

Are you related to anyone currently in the employ of Altoona First Savings Bank?

Yes _____ No _____

If yes, state name _____ and relationship _____



Have you ever been convicted, pled guilty or pled no contest to a criminal offense other than a minor traffic violation? Yes _____ No _____

If yes, describe in detail, including date(s):

Note: An affirmative answer will not automatically disqualify you from being considered for employment. Any job offer from Altoona First Savings Bank will be conditioned upon satisfactory completion of a criminal history background check based on fingerprinting and a subsequent criminal conviction history search.

II. MILITARY SERVICE

Have you ever served in the U.S. Armed Forces? Yes _____ No _____

If yes, describe any Service training or experience if related to the position(s) for which you are applying _____



III. EDUCATION

High School:

Do you have a high school diploma or a G.E.D.? _____ Yes _____ No

If not, how many years of high school have you completed? (Circle one) 1 2 3 4

School(s): _____ City/State: _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s): _____ City/State: _____

Major: _____ Degree(s) Earned: _____

Other Training or Degrees:

School(s): _____ City/State: _____

Course: _____ Degree(s), licenses or Certificates Earned:

What additional skills do you possess relevant to the position(s) for which you are applying?



IV. WORK EXPERIENCE

Beginning with your current or most recent employer, list the positions you have held. Please continue on a separate sheet if additional space is required.

1. Employer Name _____ Phone # _____

Address _____

Position Held _____ From _____ To _____

Type of Work _____ Reason for leaving _____

Hourly Rate/Salary: Start _____ Final _____

May we contact this employer? Yes _____ No _____

2. Employer Name _____ Phone # _____

Address _____

Position Held _____ From _____ To _____

Type of Work _____ Reason for leaving _____

Hourly Rate/Salary: Start _____ Final _____

May we contact this employer? Yes _____ No _____

3. Employer Name _____ Phone # _____

Address _____

Position Held _____ From _____ To _____

Type of Work _____ Reason for leaving _____

Hourly Rate/Salary: Start _____ Final _____

May we contact this employer? Yes _____ No _____



4. Employer Name _____ Phone # _____

Address _____

Position Held _____ From _____ To _____

Type of Work _____ Reason for leaving _____

Hourly Rate/Salary: Start _____ Final _____

May we contact this employer? Yes _____ No _____

V. REFERENCES

List the name, telephone number and address of three references not related to you:

1. Name _____ Phone # _____

Address _____

2. Name _____ Phone # _____

Address _____

3. Name _____ Phone # _____

Address _____



Affirmative Action/EEO Information Form

Altoona First Savings Bank considers qualified applicants for employment without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability or on any other basis prohibited by federal, state or local law.

Completion of this data is voluntary and will not affect your opportunity for employment or terms or conditions of employment. This form will be used for compliance with equal employment opportunity (EEO) and affirmative action record keeping and reporting purposes only and will be kept separate from all other personnel records only accessed by our Human Resources Department.

Name: _____ **Date:** _____

Position Applied for: _____

GENDER: _____ Male _____ Female

RACE/ETHNICITY:(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

___ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

___ **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 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 maintain tribal affiliation or community attachment.

___ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Thank you for your assistance.

