



APPLICATION FOR EMPLOYMENT

Dakota Prairie Bank is a friendly and locally owned bank and we appreciate your interest in employment with us. Our mission is to provide quality services that meet the needs and goals of our customers in order to promote the growth and development of the people we serve.

All applications are considered for employment without regard to race, color, sex, age, religion, national origin, disability, or Veteran status.

In addition to enabling us to evaluate you as a prospective employee, it will also serve as a permanent record should you be employed. This application should be filled out completely and accurately.

"AN EQUAL OPPORTUNITY EMPLOYER"

Applicant Information:

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Minimum Salary

Date Available: _____ Expected: _____ \$

Position Applied for: _____

How did you learn about us?

Advertisement Friend (name) _____
 Employment Agency Relative (name) _____
 Walk-in Other

YES NO

Are you authorized to work in the U.S.?

Have you ever been convicted of a felony or
 misdemeanor other than a minor traffic accident? YES NO

Do you currently have any criminal charges?
 pending against you?

If yes, state offense(s), date(s), location(s). A conviction record will not necessarily be a disqualifier to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Do you have any friends or relatives working at this bank? yes no

If Yes, Name: _____ Relationship: _____

Please identify the types of work you are applying for: Full -time Part-Time Temporary ?

If Part-time, please indicate hours you are available to work:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM						
PM						

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Date of Discharge: _____

List duties, special training or skills,
commendations/recognitions: _____

Educational Background

High School: _____ Address: _____

Did you graduate? ___yes ___no Degree: _____

College: _____ Address: _____

Number of years attended : _____ Did you graduate? ___yes ___no Degree: _____

Trade/
Technical: _____ Address: _____

Number of years attended : _____ Did you graduate? ___yes ___no Degree: _____

Other: _____ Address: _____

Number of years attended : _____ Did you graduate? ___yes ___no Degree: _____

Are you planning to further your education? ___yes ___no

If yes, when? _____ In what area? _____

Check any of the following in which you have experience or training and indicate skill level attained

___ Typing ___ wpm ___ Adding Machine ___ Sight ___ Touch
___ Stenography ___ wpm ___ Calculator ___ Sight ___ Touch
___ Teller Machine ___ Proof Machine ___ Sight ___ Touch ___ CRT ___ Personal Computer

Office Software:

List Product Name:

___ Word Processing _____
___ Spreadsheet _____
___ Other _____

Employment History

List below all present and past employment, beginning with you most recent employment, for the last year or years worked if less than 10 years. (Include self-employment, summer, and part-time employment.)

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____
YES NO

May we contact your previous supervisor for a reference? YES NO

If presently employed, why do you wish to change your position?

Use the space below to describe the skills and personal attributes that you feel qualify you for a position with our bank. Please tell why you are interested in being employed with this bank.

Personal References

List three references, preferably people who have knowledge of your training, experience and capability. (Non-relatives only, please)

1)Name: _____

Address: _____

Phone: _____

Relationship and Years Acquainted: _____

2)Name: _____

Address: _____

Phone: _____

Relationship and Years Acquainted: _____

3)Name: _____

Address: _____

Phone: _____

Relationship and Years Acquainted: _____



PLEASE READ THE FOLLOWING CONDITIONS OF EMPLOYMENT AND CERTIFY BY YOUR SIGNATURE THAT YOU UNDERSTAND AND AGREE TO THESE CONDITIONS.

I certify that the answers given herein and during the entire application process (including but not limited to information provided in resumes, attachments to this application, interviews or otherwise (if applicable)) are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice. It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates Dakota Prairie Bank to employ me. I agree to hold Dakota Prairie Bank, its agents, officers, directors, and employees harmless from all claims and liability associated in any way with the decision whether to employ me and from all claims, damages, losses and expenses, arising out of compliance with this request.

I agree that Dakota Prairie Bank shall not be liable in any respect if my employment is terminated because of misstatements, wrong answers, or omissions made by me.

Any offer of employment I may receive from Dakota Prairie Bank is contingent upon my successful completion of the company's total preemployment screening process, including the company's receiving references that it considers satisfactory, and my satisfactory completion of any post offer preemployment drug screening and background check. I agree to submit to any pre-employment testing that Dakota Prairie Bank may utilize in its pre-employment screening process, which may include an observed drug screening examination. I authorize Dakota Prairie Bank to obtain and review any records public, private, confidential, or sealed which may include information as to my employment history, background, credit report, and criminal history necessary in arriving at an employment decision.

I consent to and authorize Dakota Prairie Bank to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for

employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of the company, other than an officer, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by the President or upon approval by the Board of Directors.

Date: _____

Signature of applicant: _____

Name (please print): _____