



259 West 9th Street, P.O. Box 2910
Durango, CO 81302
970-247-3020

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please Print

APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Social Security Number _____ - _____ - _____	
City		State	ZIP	
Phone		E-mail Address		
Position(s) Applied for			Date Available for Work _____ / _____ / _____	
Type of employment desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			Desired Salary \$ _____	
Referral Source (Please check the appropriate category and name the source.)				
<input type="checkbox"/> Walk-In _____		<input type="checkbox"/> Other Internet _____		
<input type="checkbox"/> Employee _____		<input type="checkbox"/> School _____		
<input type="checkbox"/> Advertisement _____		<input type="checkbox"/> Job Fair _____		
<input type="checkbox"/> Company's Website _____		<input type="checkbox"/> Other _____		
If you are related to any of First National Bank of Durango's employees, please state their name: _____				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If NO, are you authorized to work in the U.S.?
				YES <input type="checkbox"/>
				NO <input type="checkbox"/>
Have you ever worked for this company or submitted an application?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Will you travel if job requires it?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Will you work overtime if required?
				YES <input type="checkbox"/>
				NO <input type="checkbox"/>
If they have been explained to you, are you able to meet the attendance requirements of the position?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? <i>This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.</i>				
YES <input type="checkbox"/>		NO <input type="checkbox"/>		Need more information about the job's "essential functions" to respond <input type="checkbox"/>
Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our company?				
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If YES, please explain: _____				
Answering YES to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.				
Have you ever been convicted of or plead guilty (includes also deferred judgment and no contest plea) to a crime or subjected to court material? (Do not include crimes for which public records are sealed or have been expunged)				
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If YES, identify nature of the offense, county and state where convicted, date of conviction and sentence or fine imposed. _____				
If you are presently charged with committing a criminal offense, identify nature of offense, county and state where charges are pending, and status of the charges: _____ _____				

AN EQUAL OPPORTUNITY EMPLOYER

PREVIOUS EMPLOYMENT

Starting with your most recent employer, provide the following information:

Company		Phone ()	
Address (street, city and state)			
Supervisor and Title		May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Job Title (starting and final)		Starting Salary \$	Ending Salary \$
Reason for Leaving		Dates Employed: ____ / ____ to ____ / ____	
Summary of Responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			
Company		Phone ()	
Address (street, city and state)			
Supervisor and Title		May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Job Title (starting and final)		Starting Salary \$	Ending Salary \$
Reason for Leaving		Dates Employed: ____ / ____ to ____ / ____	
Summary of Responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			
Company		Phone ()	
Address (street, city and state)			
Supervisor and Title		May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Job Title (starting and final)		Starting Salary \$	Ending Salary \$
Reason for Leaving		Dates Employed: ____ / ____ to ____ / ____	
Summary of Responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			
Company		Phone ()	
Address (street, city and state)			
Supervisor and Title		May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Job Title (starting and final)		Starting Salary \$	Ending Salary \$
Reason for Leaving		Dates Employed: ____ / ____ to ____ / ____	
Summary of Responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			
Company		Phone ()	
Address (street, city and state)			
Supervisor and Title		May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Job Title (starting and final)		Starting Salary \$	Ending Salary \$
Reason for Leaving		Dates Employed: ____ / ____ to ____ / ____	
Summary of Responsibilities			
What did you like most about your position?			
What were the things you liked least about the position?			

OTHER EMPLOYMENT INFORMATION

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed in 'previous employment', have you ever been fired or asked to resign from a job?

YES NO

If YES, please explain:

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ E-Mail _____ Years: _____

Spreadsheet _____ Years: _____ Internet _____ Years: _____

Presentation _____ Years: _____ Other _____ Years: _____

EDUCATION

High School		Address (city and state)	
Years Completed	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Received (Major/Minor): GPA: _____
College		Address (city and state)	
Years Completed	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Received (Major/Minor): GPA: _____
Other		Address (city and state)	
Years Completed	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Received (Major/Minor): GPA: _____
Other		Address (city and state)	
Years Completed	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree Received (Major/Minor): GPA: _____

REFERENCES

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors.
If not applicable, list three school or personal references who are *not* related to you.

Full Name	Relationship
Company/Title	Phone ()
Full Name	Relationship
Company/Title	Phone ()
Full Name	Relationship
Company/Title	Phone ()

RELATED INFORMATION

Do you belong to any job-related organizations (professional, trade, etc.)? YES NO

If YES, please list the organization and any offices held:

Exclude memberships that would reveal race, color, religion, sex, sexual orientation, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, sexual orientation, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

In your current or a previous job, have you ever written instructions or directions to be followed by employees or customers? YES NO

If YES, please explain:

Is there any other job-related information you want us to know about you?

DISCLAIMER AND SIGNATURE

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

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 this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, sexual orientation, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, sexual orientation, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____ / _____ / _____

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

DISCLOSURE

As an applicant for employment or a current employee of First National Bank of Durango, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, First National Bank of Durango may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a *consumer reporting agency* is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as First National Bank of Durango.

A *consumer report* means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An *investigative consumer report* means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize First National Bank of Durango to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at First National Bank of Durango. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above. This report may be delivered in either written or electronic form.

Signature

Date

Social Security #

Date of Birth

