



APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

BASIC INFORMATION

Date of Application: _____ / _____ / _____

Last Name *First Name* *MI*

Social Security # _____ - _____ - _____ Are you over 18 years of age? Yes No

Telephone Number: _____ Are you a U.S. citizen? Yes No

If not a U.S. citizen, do you have the legal right to remain permanently in the U.S.? Yes No

Current Address: _____
 Physical Address P.O. Box

 City or Town State Zip Code

How long have you lived at this address? _____

Previous Address: _____
 Physical Address P.O. Box

 City or Town State Zip Code

How long did you live at this address? _____

Have you ever been bonded? Yes No Have you ever been refused bond? Yes No

If you have been refused bond, state reason and date _____

To your knowledge, is there any reason you would not be bondable? Yes No

If yes, explain: _____

For what position are you applying? _____

Applying for: Full Time Part Time What are your wage or salary expectations? \$ _____ \$ _____
To Start After 1 Year

Do you have a family relationship with any employees of this bank? Yes No

If yes, to whom and what is the relationship? _____

Did an employee of this bank refer you as a job applicant? Yes No

If yes, please note the employee's name _____

EMPLOYMENT HISTORY

Are you presently employed?

Yes No

If yes, employed by _____

Address _____ City, State, Zip _____

Direct Supervisor's Name _____ Employer's Telephone Number _____ \$ _____
Wage or Salary

Length of employment ____ / ____ / ____ to ____ / ____ / ____ May we contact this employer? Yes No

Job Duties Associated with this Position _____

Reason(s) for leaving _____

Prior Employment

Employed by _____

Address _____ City, State, Zip _____

Direct Supervisor's Name _____ Employer's Telephone Number _____ \$ _____
Wage or Salary

Length of employment ____ / ____ / ____ to ____ / ____ / ____ May we contact this employer? Yes No

Job Duties Associated with this Position _____

Reason(s) for leaving _____

Prior Employment

Employed by _____

Address _____ City, State, Zip _____

Direct Supervisor's Name _____ Employer's Telephone Number _____ \$ _____
Wage or Salary

Length of employment ____ / ____ / ____ to ____ / ____ / ____ May we contact this employer? Yes No

Job Duties Associated with this Position _____

Reason(s) for leaving _____

Prior Employment

Employed by _____

Address _____ City, State, Zip _____

Direct Supervisor's Name _____ Employer's Telephone Number _____ \$ _____
Wage or Salary

Length of employment ____ / ____ / ____ to ____ / ____ / ____ May we contact this employer? Yes No

Job Duties Associated with this Position _____

Reason(s) for leaving _____

EDUCATION

Name & Location of School(s)	From Mo/Yr	To Mo/Yr	Grade Point Average	Date Graduated	Major Area of Study	Degree or Diploma
<i>High Schools/Prep School</i>						

<i>Colleges/Universities</i>						

<i>Vocational/Technical</i>						

<i>On-Line/Distance Ed.</i>						

<i>Banking Schools</i>						
<i>Other Education</i>						

Do you have plans to further your education? Yes No

If so, when and in what area? _____

REFERENCES *(not related by family)*

1)	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>City</i>
	_____	_____	_____
	<i>Profession</i>	<i>State</i>	<i>Zip</i>
	_____	_____	_____
	<i>How long have you known this person</i>	<i>Telephone Number</i>	
2)	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>City</i>
	_____	_____	_____
	<i>Profession</i>	<i>State</i>	<i>Zip</i>
	_____	_____	_____
	<i>How long have you known this person</i>	<i>Telephone Number</i>	
3)	_____	_____	_____
	<i>Name</i>	<i>Address</i>	<i>City</i>
	_____	_____	_____
	<i>Profession</i>	<i>State</i>	<i>Zip</i>
	_____	_____	_____
	<i>How long have you known this person</i>	<i>Telephone Number</i>	

Are you a United States citizen? Yes No

Have you ever been convicted of a crime other than misdemeanor traffic violations? Yes No

If the answer is yes, please describe the crime, date of conviction, and the sentence you received.

(You need not report a misdemeanor crime conviction occurring five or more years ago.)

BACKGROUND CHECKS

The undersigned applicant for employment or an affiliated agent of the Madison Valley Bank voluntarily consents to the following background checks by the Bank and its agents before being considered for employment by the Bank:

a. A criminal background check to determine if the applicant has been convicted of a crime involving dishonesty, breach of trust, money laundering, financial crimes, or the illegal manufacture, sale, distribution of, or trafficking in controlled substances.

b. A credit check to determine the credit worthiness of the applicant.

c. Contacts with former employers and references to verify employment, work product, and reputation.

d. If the applicant is hired by the Bank, he or she consents to further background checks as may be necessary for the protection of the Bank, its employees and agents and its customers.

OTHER INFORMATION

What types of interests do you pursue outside of work (*hobbies, activities, etc.*)

Are you involved in any civic, athletic or fraternal organizations? (*Please exclude mention of organizations in which the name or character indicates the race, creed, color or national origin of its members.*)

Person to notify in case of emergency: _____

Relationship: _____ Phone: _____

The applicant verifies that the information provided by him or her to the Bank on this application and at any employee interview is true and correct.

DATE _____

Applicant's Signature

PHYSICAL & MENTAL REQUIREMENTS FOR WORKING IN THIS BANK

- **Office Equipment Used:** Computer, Calculator, Printer, Fax Machine, Copier, Telephone
- **Motor Vehicle Requirements:** Must be a licensed Montana driver; have the ability to operate a motor vehicle for extended periods of time; meet insurance requirements to drive a company vehicle.
- **Work Environment:** While performing the duties of this job, the employee constantly works around others, works with the public and usually works inside. The noise level in the work environment is typically moderate.
- **Physical Demands:** While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, and to type on a key board. The employee is required to sit, talk, write, hear, and read. The employee may be required to stand, walk, stoop, kneel, and reach with hands and arms.
- **Vision Demands:** Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Mental/Motor Demands:** While performing the duties of this job, the employee performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). While performing routine work, the employee occasionally has to maintain attentiveness duration. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interaction which requires oral communications and written communications. Memory, reasoning and exercising judgment are constantly used/required on this job. Mathematic skills are frequently utilized for this job.

(Note: The physical and mental demands outlined in this Job Description are representative of but not limited to those that must be met by an employee to successfully perform the essential functions of this job.)

Ennis Branch
P.O. Box 307
Ennis, MT 59729
406-682-4215

West Yellowstone Branch
P.O. Box 307
W. Yellowstone, MT 59758
406-646-4000

Boulder Branch
P.O. Box 207
Boulder, MT 59632
406-225-3351

Montana City Branch
9 Bankers lane
Montana City, MT 59634
406-443-0497