



# Application for Employment

An Equal Opportunity Employer

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

## PERSONAL INFORMATION

\_\_\_\_\_ Date

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone Number ( ) \_\_\_\_\_ Daytime/Cell Phone Number ( ) \_\_\_\_\_

Are you 18 years or older? Yes \_\_\_ No \_\_\_ E-mail Address \_\_\_\_\_

Are you a U.S. citizen or an alien authorized to work in the United States? Yes \_\_\_ No \_\_\_

## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Salary desired \_\_\_\_\_

How you heard about the position \_\_\_\_\_ Referred by \_\_\_\_\_

Location (check any that apply)

<input type="checkbox"/> Madison Downtown 2 South Carroll Street	<input type="checkbox"/> Madison West 7701 Mineral Point Road	<input type="checkbox"/> Madison East 3762 East Washington Avenue
<input type="checkbox"/> Stoughton 400 West Main Street		

Preference:  Full Time  Part Time Hours per week \_\_\_\_\_

Please list your 7:00 am to 6:30 pm availability for the following days:

I am available from 7:00 am to 6:30 pm Monday through Friday and 7:00 am to 12:30 pm on Saturdays

I am available the following days and times:

Monday:	from: _____	to: _____
Tuesday:	from: _____	to: _____
Wednesday:	from: _____	to: _____
Thursday:	from: _____	to: _____
Friday:	from: _____	to: _____
Saturday:	from: _____	to: _____

Applications can be turned in at any Home Savings Bank office, faxed to (608) 242- 2950 or mailed to:  
 Home Savings Bank  
 Attn: Human Resources  
 PO Box 1070  
 Madison, WI 53701-1070

EDUCATION	Name/Location of school	No. of years attended	Did you graduate?	Major/Degree
High School				
Business/Technical School				
College/University				
Other Post-secondary education				

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_ Present membership in National Guard or Reserves \_\_\_\_\_

Any additional information (special skills, recognition, seminars attended, activities, achievements, etc.)  
*You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.*

Have you ever applied to Home Savings Bank before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

*The Age Discrimination in Employment Act of 1987 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.*

## SPECIAL QUESTIONS

Have you been convicted of a felony or misdemeanor? Yes \_\_\_ No \_\_\_  
 Do you have charges pending against you? Yes \_\_\_ No \_\_\_

If "Yes" to either of the above, please describe (date, nature, place of charge, and disposition of the case)

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.*

**PROFESSIONAL REFERENCES** (Give the names of three persons not related to you, whom you have known professionally at least one year)

Name	Daytime Phone	Occupation	Years Known	How Acquainted
	( )			
	( )			
	( )			

**FORMER EMPLOYERS** (List your last four employers below, starting with the most recent)

Company Name		City/State	
_____		_____	
Job Title/Responsibilities		Salary/Wage	
_____		_____	
Supervisor Name	Phone	Dates of Employment	
_____ ( ) _____		From (Mo./Yr.) ___/___ To (Mo./Yr.) ___/___	
Reason for Leaving		May we contact for a Reference? Yes ___ No ___	
_____			

Company Name		City/State	
_____		_____	
Job Title/Responsibilities		Salary/Wage	
_____		_____	
Supervisor Name	Phone	Dates of Employment	
_____ ( ) _____		From (Mo./Yr.) ___/___ To (Mo./Yr.) ___/___	
Reason for Leaving		May we contact for a Reference? Yes ___ No ___	
_____			

Company Name		City/State	
_____		_____	
Job Title/Responsibilities		Salary/Wage	
_____		_____	
Supervisor Name	Phone	Dates of Employment	
_____ ( ) _____		From (Mo./Yr.) ___/___ To (Mo./Yr.) ___/___	
Reason for Leaving		May we contact for a Reference? Yes ___ No ___	
_____			

Company Name		City/State	
_____		_____	
Job Title/Responsibilities		Salary/Wage	
_____		_____	
Supervisor Name	Phone	Dates of Employment	
_____ ( ) _____		From (Mo./Yr.) ___/___ To (Mo./Yr.) ___/___	
Reason for Leaving		May we contact for a Reference? Yes ___ No ___	
_____			

**Other Work Experience** (Describe any additional work or volunteer experience you believe to be relevant)

*You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.*

\_\_\_\_\_

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

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I agree with Home Savings Bank’s policy of equal employment opportunity without regard to age, race, creed, color, handicap, marital status, gender, national origin, ancestry, citizenship, sexual orientation, or membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, as required by law.

If an employment relationship is established, I understand it to be on an at-will employment basis, and I have the right to terminate my employment at any time. I agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I voluntarily grant Home Savings Bank the right to verify all statements in this application. This may include conferring with previous employers and the aforementioned references, who are authorized to provide any and all information concerning my previous employment and any other pertinent information that they may have. I also voluntarily grant Home Savings Bank the right to investigate my credit and criminal history by obtaining a consumer credit report and performing a criminal background check.

Information can be obtained regarding credit background, bankruptcy filing(s), liens, criminal background, references, past employment, work habits, character, education, and driving records as they pertain to the job for which I am applying.

I hereby release Home Savings Bank, all its representatives and all other parties from all liability for any damage that may result from furnishing this information.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_