

Employment Application

An Equal Opportunity Employer



with offices in
White Sulphur Springs, Clyde Park,
Emigrant, Livingston,
Helena, Lewistown, Bozeman
www.botr.bank

"The oldest bank in Montana."

PERSONAL INFORMATION

Full Legal Name _____

Date _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name?

Yes No If yes, please list name(s) _____

Are you over 18 years of age? Yes No

Phone Number _____

Email Address: _____

Current Address _____ How Long _____ City _____ State _____ Zip _____

List all previous addresses for the past three years if different from the current address. Attach additional page if necessary.

Previous Address _____ How Long _____ City _____ State _____ Zip _____

Previous Address _____ How Long _____ City _____ State _____ Zip _____

Are you a U.S. citizen? Yes No

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

Position being applied for _____ Salary Desired \$ _____ Full Time Part Time Temporary

Do you have a driver's license? Yes No If yes, license number _____ State _____

EMPLOYMENT HISTORY

Are you presently employed? Yes No If yes, Full-time Part-time Temporary

May we contact your present employer? Yes No Contact me first.

From	Name and Address of Employer	Position/Description of Duties	Supervisor's Name	Starting Salary
/				
To			Phone Number	Final Salary
/				

Reason for Leaving _____

From /	Name and Address of Employer	Position/Description of Duties	Supervisor's Name	Starting Salary
To /			Phone Number	Final Salary

Reason for Leaving _____

From /	Name and Address of Employer	Position/Description of Duties	Supervisor's Name	Starting Salary
To /			Phone Number	Final Salary

Reason for Leaving _____

From /	Name and Address of Employer	Position/Description of Duties	Supervisor's Name	Starting Salary
To /			Phone Number	Final Salary

Reason for Leaving _____

EDUCATION

Name & Address of School	From Mo/Yr	To Mo/Yr	GPA	Major Area of Study/Degree	Date Graduated
High/Prep Schools					
Colleges					
American Institute of Banking					
Other Education					

Do you plan to further your education? Yes No If so, when and in what area? _____

PROFESSIONAL REFERENCES

Name	Address	Phone	Profession/Title	Years Known

MISCELLANEOUS

Have you ever been bonded? Yes No

Have you ever been refused bond? Yes No If yes, state reason and date: _____

To your knowledge, is there any reason you would not be bondable? Yes No If yes, explain: _____

Have you ever been convicted of, or plead guilty or no contest to, a felony offense under any state or federal law? Yes No

If you answered yes, please state the Court name, offense charged, date charged, date of disposition and sentence in space below.

Activities (civic, athletic, fraternal, etc.) - Exclude organizations in which the name or character indicates the race, creed, color, or national origin of its members. _____

Who referred you to this bank? _____

Are you related to or do you know anyone employed by this bank? Yes No If yes, state name and relationship if applicable.

Please attach a resume listing your qualifications for the position and email both documents to: hr@botr.bank

ACKNOWLEDGEMENT

The following are essential job functions for all positions at the Bank of the Rockies: (i) ability to orally communicate effectively with others; (ii) ability to communicate effectively in writing, using the English language; (iii) ability to work cooperatively with colleagues and supervisory staff at all levels; (iv) ability to sit and stand in performance of job duties for varying durations of short, intermittent, and /or prolonged periods of time; (v) ability to use various types of equipment/supplies to accomplish job objectives including but not limited to computers, telephones, pens, pencils, calculators, computer keyboards and other computer equipment; (vi) be dependable, reliable and be timely when scheduled to work; and, (vii) ability to transport oneself to other Bank offices to attend meetings, trainings and seminars, etc. By signing this employment application, I acknowledge that I possess these abilities and will be able to perform these (along with other, later-defined) essential functions of the job.

In processing this employment application, I acknowledge and agree that Bank of the Rockies (by and through its third-party vendor) may conduct a pre-employment background check to investigate my criminal background and investigative consumer report. This report may include information as to my character and general reputation.

I understand that employment with the Bank may be subject to the company's policies regarding probationary periods. I understand that employment with Bank of the Rockies is contingent upon providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

I certify that all of the information provided herein including on any attachments (resumes) is true and complete, and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment, or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

Signature of Applicant

Date