



APPLICATION FOR EMPLOYMENT

Return fully completed application to: wgnehm@efirstfederal.com

Call Wendy Gnehm at 307-674-0464 with any questions.

This application is good for 90 days only. Consideration for employment after 90 days requires a new application.

Position(s) Applied For: _____ Date _____

State/Location of Position: Wyoming Montana

How Did You Learn About Us?

Advertisement Relative/Friend FFB&T Staff _____
Employment Agency Inquiry Other _____
Please include the name of the staff member who referred you.

PERSONAL INFORMATION

Name _____ Mobile Phone _____
Address _____
City _____ State/Zip _____
Home Phone _____ E-mail _____
May we contact you at Work? _____ Work Phone _____

GENERAL INFORMATION

Type of employment desired: Full Time Part-time Seasonal
On what date would you be available to work? _____
Do you need an accommodation to participate in the application or interview process? Yes No
Do you have any relatives employed by our company? Yes No If yes, name of relative _____
Are you legally eligible for employment in the United States? Yes No
During the last seven years, have you ever been convicted of a felony? If yes, please explain: Yes No

*A "yes" answer will not automatically disqualify you from employment. Rather, such factors as age, date of conviction, seriousness and nature of the crime as it relates to specific occupational categories and rehabilitation will be considered.

**FIRST FEDERAL BANK & TRUST IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN,
MARITAL STATUS, MILITARY STATUS, OR DISABILITY.**

**AN EQUAL OPPORTUNITY EMPLOYER
M/F/Disabled/Veteran**

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete Address)	PROVIDE LAST GRADE/YEAR COMPLETED	MAJOR/DEGREE & YEAR COMPLETED
High School				
College				
College				
College				
Business or Trade School				
Business or Trade School				

ADDITIONAL INFORMATION

Skills and Qualifications. Summarize any training, skills, and areas of specialization or major interest that may qualify you as being able to perform job-related functions in the position for which you are applying.

Please answer the following with Basic, Somewhat Proficient, Very Proficient

Microsoft Word _____ Microsoft Outlook _____

Microsoft Excel _____ Internet _____

10-Key Calculator _____ Email _____

Cash Handling (if applying for a position that requires it) _____

Professional Licenses and/or Certifications.

If licensed, registered or certified, list:

Type: _____ State Issued: _____ Date Issued: _____ No.: _____

Type: _____ State Issued: _____ Date Issued: _____ No.: _____

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EMPLOYMENT HISTORY

Please fill this section out completely and do not write, "see resume." Begin with your most recent employment.

COMPANY Name

Address

Job Description (title, duties, skills, equipment used)

Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Person to Contact _____ Phone Number _____

COMPANY Name

Address

Job Description (title, duties, skills, equipment used)

Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Person to Contact _____ Phone Number _____

COMPANY Name

Address

Job Description (title, duties, skills, equipment used)

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COMPANY Name

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Dates of employment: Start ____/____/____ End ____/____/____ Starting Salary _____ Ending Salary _____

Reason for leaving _____

Person to Contact _____ Phone Number _____

If you need additional space, please continue on a separate sheet of paper.

If you do not want us to contact any of the above listed current or former employers, please list below and state the reason you do not want each contacted.

REFERENCES

Professional References: Give up to three references who are not relatives or former employers.

Name

Address/ Phone Number

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with **FIRST FEDERAL BANK & TRUST** is true, complete and correct to the best of my knowledge. If any information provided by me is found to be false, incomplete or misrepresented in any respect, it will be sufficient cause to cancel further consideration of this application, or immediately discharge me from **FIRST FEDERAL BANK & TRUST** service, whenever it is discovered.

I expressly authorize **FIRST FEDERAL BANK & TRUST** and its agents, without reservation, to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information regarding me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding **FIRST FEDERAL BANK & TRUST** or its agents for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that **FIRST FEDERAL BANK & TRUST** does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

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, 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 understand that completion of this Application for Employment does not guarantee that **FIRST FEDERAL BANK & TRUST** has employed me.

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

Date: ____/____/____

Signature _____

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