



5827 YELLOWSTONE ROAD | CHEYENNE, WY 82009

## APPLICATION FOR EMPLOYMENT

We appreciate your interest in our Company. Our Company is an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee based on race, color, sex, religion, national origin, age, disability, or any other basis protected by applicable law. The Company also prohibits harassment of applicants or employees based on any of these protected categories.

**Note to Applicants:** Smoking is prohibited in all indoor areas of the Company unless designated smoking areas have been established by a particular office in accordance with applicable state and local law.

### FOR OFFICE USE ONLY

Position \_\_\_\_\_

Rate of Pay \$ \_\_\_\_\_

Start Date \_\_\_\_\_

### GENERAL INFORMATION

Please complete all requested information. Use ink and print.

Location	Today's Date		Position Applying For	
Name (Last)	(First)	(Middle)	Minimum Salary Desired	Date Available for Work
Street Address			Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			Social Security #:	
City	State	Zip	Telephone (Home)	Telephone (Work)
Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you available to work overtime if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
			If yes, are you available weekdays? _____ weekends? _____	
Have you previously worked for or applied for a position with the Company, in any of our offices either as an employee or through an employment agency?  <input type="checkbox"/> Yes <input type="checkbox"/> No			Do you have any relatives now employed at the Company? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain when and, if employed, in what capacity:			If yes, state name(s) and where they are located.	

### PERMISSION TO WORK

If hired, can you present evidence of your US Citizenship or proof of your legal right to work in the US?  Yes  No

## WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including self-employment. Begin with your most recent employer. If you require additional space, please attach separate pages.

	Company Name	Telephone (    )
	Address	Employed (Month and Year) From                      To
<b>1</b>	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

<b>2</b>	Company Name	Telephone (    )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

<b>3</b>	Company Name	Telephone (    )
	Address	Employed (Month and Year) From                      To
	Name, Title, and Phone Number of Supervisor	Monthly Wages Start                                      Last
	Job Title, and Work Responsibilities	Reason for Leaving:

Please explain any gaps in your employment \_\_\_\_\_

All employers including your current employer may be contacted to verify the information you provide. May we contact your current employer prior to any offer of employment? Yes \_\_\_\_\_ No \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

**EDUCATION & TRAINING**

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/ Major
Graduate				
College				
High School				
Business/Trade/ Technical				

**Emergency Contact Person:**

Name \_\_\_\_\_ Phone Number (       ) \_\_\_\_\_

## SKILLS

<b>General Office Skills</b>	<b>Software and Technology</b>
<p> <input type="checkbox"/> Typing ( _____ wpm)  <input type="checkbox"/> Shorthand ( _____ wpm)  <input type="checkbox"/> Telephone Console  <input type="checkbox"/> Data Entry  <input type="checkbox"/> Fax Machines  <input type="checkbox"/> Mail Equipment  <input type="checkbox"/> Dictation Transcription  <input type="checkbox"/> Filing Systems  <input type="checkbox"/> 10-Key Calculator                 </p> <p>List any other office/business skills you possess which are relevant to the position you seek:</p>	<p>Check only those with which you are <u>proficient</u>.</p> <p> <input type="checkbox"/> MS Word™  <input type="checkbox"/> WordPerfect™  <input type="checkbox"/> PowerPoint™  <input type="checkbox"/> LOTUS 1-2-3™  <input type="checkbox"/> Excel™  <input type="checkbox"/> Paradox™/Access™  <input type="checkbox"/> Windows™  <input type="checkbox"/> Electronic Mail Programs  <input type="checkbox"/> Netware  <input type="checkbox"/> Programming/Database Applications  <input type="checkbox"/> Litigation Support Programs  <input type="checkbox"/> Document Management Programs  <input type="checkbox"/> Telecommunications  <input type="checkbox"/> Legal Solutions™/Proforma™  <input type="checkbox"/> Computer Hardware                 </p> <p>List any other software programs with which you are proficient, and any other technical skills you possess:</p>
<p>Do you have any other experience, skills, or qualifications which you feel would benefit our Company? If so, please explain:</p>	

## ADDITIONAL EMPLOYMENT INQUIRIES

**If applying for a position that will include driving:**

Driver's License Information: State: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Restrictions or Suspensions (respond fully if driving is required by the job for which you are applying):

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If hired, you may be required to provide proof of insurance coverage.

**ADDITIONAL EMPLOYMENT INQUIRIES (Continued)**

Please note that a "Yes" answer to any of the following questions will not necessarily disqualify you from employment. Factors such as the age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered when making any employment decisions.

Have you ever been convicted of a crime? **Do not include convictions that were sealed or expunged pursuant to a court order.**

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any "Yes" answer. Use additional paper if necessary.

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Are you currently awaiting trial for any criminal offense?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any "Yes" answer. Use additional paper if necessary.

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Have you ever initiated an act of violence in the workplace?

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain any "Yes" answer. Use additional paper if necessary.

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**REFERRAL INFORMATION**

How did you learn about our Company]?

\_\_ Employment Agency (state name): \_\_\_\_\_

\_\_ School (state name): \_\_\_\_\_

\_\_ Reputation of Company

\_\_ Newspaper ad (name of paper): \_\_\_\_\_

\_\_ Referral (state name): \_\_\_\_\_

\_\_ Other: \_\_\_\_\_

(Continued on back)

**APPLICANT'S STATEMENT & ACKNOWLEDGMENT**

**THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.**

Initial: \_\_\_\_\_ I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: \_\_\_\_\_ I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the CEO of Wyoming Bank & Trust, and no manager, supervisor, or representative of Wyoming Bank & Trust, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to the CEO, any such agreements must be in writing and are subject to approval by the Board of Directors.

Initial: \_\_\_\_\_ I further understand and agree that, except for employment-at-will status, if hired my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Wyoming Bank & Trust,

Initial: \_\_\_\_\_ I understand that if I am offered employment, I may be required to sign a non-solicitation and non-disclosure agreement, as a condition of the employment.

Initial: \_\_\_\_\_ I understand that Wyoming Bank & Trust may share the information contained in this application with other Wyoming Bank & Trust employees for employment and administrative purposes and hereby consent to such transfer.

Initial: \_\_\_\_\_ I hereby authorize Wyoming Bank & Trust to conduct any necessary investigation regarding my background and existing credit history as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

Initial: \_\_\_\_\_ I agree that I may be requested to submit to legally permissible drug testing upon an offer of employment from Wyoming Bank & Trust and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial: \_\_\_\_\_ I understand and expressly agree that if employed by Wyoming Bank & Trust, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

Initial: \_\_\_\_\_ I agree that I may be requested to undergo a pre-employment physical examination consistent with federal and state law.

Initial: \_\_\_\_\_ I acknowledge that I have received a copy of the Company "Dress For Success" policy and am able to comply with said policy.

Initial: \_\_\_\_\_ I understand that Wyoming Bank & Trust, has an arbitration procedure governed by the Federal Arbitration Act, 9 U.S.C. sections 1 et seq. The arbitration procedure applies to claims brought by me against Wyoming Bank & Trust or by Wyoming Bank & Trust against me. I agree that any claim arising out of or relating to the application process, including, without limitation, a claim alleging unlawful discrimination and/or harassment, and any claim arising out of or relating to my employment or its termination (if I am offered and accept employment), including, without limitation, a claim of unfair business practices, unlawful employment discrimination, harassment, wrongful demotion and/or wrongful termination, will be presented to a neutral arbitrator for final and binding decision in accordance with procedures adopted by Wyoming Bank & Trust. These procedures do not prevent me from filing a claim or charge with the Equal Employment Opportunity Commission or National Labor Relations Board. Nor do these procedures prevent me from making a claim for workers compensation benefits or unemployment insurance. I understand and agree that I may review Wyoming Bank & Trust's arbitration procedures before submitting this application for employment by making a written request for a copy of those procedures from Wyoming Bank & Trust, 5827 Yellowstone Road, Cheyenne, WY 82009.

***THIS AGREEMENT IS A WAIVER OF ALL RIGHTS TO CIVIL COURT ACTIONS FOR A CLAIM SUBJECT TO ARBITRATION. ONLY THE ARBITRATOR, NOT A JUDGE OR JURY, WILL DECIDE THE CLAIM OR DISPUTE.***

**My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE