

NAME: _____

Please Print (First Name, MI, Last Name)



Attn: Human Resources
77 N.E. Broadway St.
Minneapolis, MN 55413

HUMAN RESOURCES
TEL: (612) 362-3236 or
TEL: (612) 362-3235

FAX: (612) 617-1307

Lobby TEL: (612) 379-8811
Lobby FAX: (612) 362-3262

EMPLOYMENT APPLICATION

We are pleased that you are interested in applying for a position with Northeast Bank. It is our policy to comply fully with all federal, state and local equal employment laws. We will provide equal employment and advancement opportunities for all persons regardless of race, color, creed, religion, sex, national origin, age, ancestry, veteran status, sexual orientation or identity, marital status, status with regard to public assistance, or condition of health or physical disability, or any other characteristic or trait protected by law.

If hired, you will be considered an "at-will" employee, which means that the employment relationship is terminable by either party at any time.

**An Affirmative Action and an
Equal Opportunity Employer**

Please Print

Last Name	First	Middle	Preferred Telephone Number (including area code)
Current Address	Street	City	State Zip Code
If hired, can you furnish proof that you are 18 years of age, or if under 18, a permit to work? <input type="checkbox"/> Yes <input type="checkbox"/> No			Current E-mail Address
Location <input type="checkbox"/> Minneapolis <input type="checkbox"/> Columbia Heights <input type="checkbox"/> Coon Rapids			Position Desired
Type of work desired – check appropriate box below: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern			Date Available to Start
Have you ever been discharged from a position for making threats, fighting, or any other incidents involving violence? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you attended school or were employed under a different name(s), please state name(s)			Are you either a United States citizen or an alien who has the legal right to work in the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied for employment with this company, a subsidiary, or an affiliated company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give date and location(s), and positions applied for.			

Education

School Name and Address	Circle Last Year Completed	Course or Major	Degree	Overall Grade Average
High School	1 2 3 4			
Technical/Vocational School	1 2 3 4			
College or University	1 2 3 4			
Graduate School	1 2 3 4			
Other	1 2 3 4			

Work History Give names of present or **most recent employer first** (including U.S. Military duty – both active and reserve without dates).

May we contact your present employer? Yes No Not presently employed

Employer	Bus. Telephone (including area code)	Date Started	Termination Date
Address	Street	City	State Zip Code
Supervisor	Starting Pay Rate	Ending Pay Rate	Reason for Leaving
Job Title and Duties			

Work History (continued)

Employer	Bus. Telephone (including area code)	Date Started	Termination Date
Address Street	City	State Zip Code	Supervisor
Starting Pay Rate	Ending Pay Rate	Reason for Leaving	
Job Title and Duties			
Employer	Bus. Telephone (including area code)	Date Started	Termination Date
Address Street	City	State Zip Code	Supervisor
Starting Pay Rate	Ending Pay Rate	Reason for Leaving	
Job Title and Duties			
Employer	Bus. Telephone (including area code)	Date Started	Termination Date
Address Street	City	State Zip Code	Supervisor
Starting Pay Rate	Ending Pay Rate	Reason for Leaving	
Job Title and Duties			

References (do not list previous supervisors or relatives)

Name (include current address below)	Type of Acquaintance	Telephone Number
Street City State Zip Code	Employer/Position	Business Telephone Number
Name (include current address below)	Type of Acquaintance	Telephone Number
Street City State Zip Code	Employer/Position	Business Telephone Number
Name (include current address below)	Type of Acquaintance	Telephone Number
Street City State Zip Code	Employer/Position	Business Telephone Number

Office/Technical Skills

<input type="checkbox"/> Keyboarding	Words per minute _____ Date last tested _____ Errors _____ Others _____
<input type="checkbox"/> Word Processing	Please indicate type of software used _____
<input type="checkbox"/> Personal Computer	Please indicate type of system and software used _____

Special Activities

List any honors, distinctions, or activities which you feel we should know about when considering your application.

List your college/university honors, distinctions, or activities that you feel we should know about when considering your application.
List your Professional Studies, designations, or other activities that you feel we should know about when considering your application.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

This application is current for 60 days. At the conclusion of this time, if I have not heard from Northeast Bank and still wish to be considered for employment, it will be necessary to contact Human Resources at Northeast Bank.

As a part of our normal procedure in processing applications, a routine inquiry may be made concerning your background. Former employers, school record offices, and personal and employment references may be contacted to obtain information concerning your background, qualifications, school and work records. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employee relation forms.

We check criminal records by fingerprinting through the FBI (Federal Bureau of Investigation) after we make a formal offer of employment.

In consideration of my employment, I agree to conform to the rules and regulations of Northeast Bank and understand that my employment and compensation may be terminated, with or without cause, and with or without notice, at any time at the option of the company or myself.

I understand that no manager or representative of Northeast Bank other than the President has any authority to enter any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

APPLICANT AUTHORIZATION

I hereby authorize Northeast Bank to conduct its normal employment inquiries as described. This authorization is valid for one year from this date and any inquiries made after that date will require a new signed release.

I agree that withholding pertinent information or submitting false information in connection with this application for employment constitutes valid grounds for immediate dismissal and loss of all employee benefits and privileges. I also understand the acceptance of this application by Northeast Bank neither expresses nor implies that I will be given employment. I acknowledge that I have read and understand the above.

<i>Signature of Applicant:</i>	<i>Date:</i> ___ / ___ / ___
<i>Applicant Name (Print):</i>	
<i>Signature of Human Resource Representative:</i>	<i>Date:</i> ___ / ___ / ___