



- To be considered an applicant, you must complete all parts of this application including signing the applicant statement. Incomplete applications may not be considered.
- If you need help filling out this application or during any phase of the employment process, contact us at [humanresources@mygenbank.com](mailto:humanresources@mygenbank.com) and every reasonable effort will be made to accommodate your needs.

All qualified applicants will receive consideration without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status or any other basis upon which discrimination is prohibited by municipal, state or federal law.

**Personal Information**

Last Name	First Name	Middle Name	Home Phone	Mobile Phone
Current Address (street/number, city, state, zip code)				
Is there any information we would need about your name (such as if you have used another name for us to check your work record? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:				
Are you at least 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email address:		
If hired, can you prove that you are eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No				

**Position Information**

Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide month/year:	Have you been previously employed by us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?  What position?
Are you available for (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Overtime <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input type="checkbox"/> All	Please list days/hours that you are available to work:  Can you travel if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No
When are you available to start work?	Position(s) Desired:
Which of our locations would you be willing to work at?  <input type="checkbox"/> Headquarters <input type="checkbox"/> Seneca Falls <input type="checkbox"/> Waterloo <input type="checkbox"/> Auburn <input type="checkbox"/> Union Springs <input type="checkbox"/> Farmington <input type="checkbox"/> Geneva <input type="checkbox"/> Phelps <input type="checkbox"/> Medina <input type="checkbox"/> Albion <input type="checkbox"/> Any - All	Referred by: <input type="checkbox"/> Online Job Board <input type="checkbox"/> Social Media <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> School/College <input type="checkbox"/> Job Fair <input type="checkbox"/> Other <input type="checkbox"/> Current Employee <input type="checkbox"/> Former Employee If referred by a person, provide name:

**Employment History**

*(Begin with current/most recent position).*

*Although a resume may be attached, you must complete this section).*

Name of Employer		Location (street, city, state, zip)		Phone	
Date Started:	Starting Wage		Starting Position Title		Ending/Current Position Title
Date Left:	\$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> year				
Responsibilities:			Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			If no, please explain:		
Name of Employer		Location (street, city, state, zip)		Phone	
Date Started:	Starting Wage		Starting Position Title		Ending/Current Position Title
Date Left:	\$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> year				
Responsibilities:			Is this your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			If no, please explain:		
Name of Employer		Location (street, city, state, zip)		Phone	
Date Started:	Starting Wage		Starting Position Title		Ending/Current Position Title
Date Left:	\$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> year				
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			If no, please explain:		
Name of Employer		Location (street, city, state, zip)		Phone	
Date Started:	Starting Wage		Starting Position Title		Ending/Current Position Title
Date Left:	\$ _____ per <input type="checkbox"/> hour <input type="checkbox"/> year				
Responsibilities:			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			If no, please explain:		

**Education and Training**

	School Name & Location	Degree Earned	Course of Study
High School		<input type="checkbox"/> None <input type="checkbox"/> Diploma <input type="checkbox"/> GED	
Business/Trade/Technical		<input type="checkbox"/> None <input type="checkbox"/> Diploma <input type="checkbox"/> GED	
College		<input type="checkbox"/> None <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor	
Graduate Studies		<input type="checkbox"/> None <input type="checkbox"/> Master <input type="checkbox"/> Doctoral	

Additional Training and or qualifications for employment: (i.e.: licensures, etc.)

**References**

Give name, address & telephone number of three references who are not related to you and can describe your work-related skills.

Name	Address	Phone
1.		
2.		
3.		

**Applicant Statement**

I certify that the answers given herein are true and complete to the best of my knowledge. I realize that any misrepresentation in the information submitted or any intentional withholding of essential information called for in this form may result in my immediate dismissal.

I understand that the filing of this application with Generations is a preliminary step to employment. It does not obligate Generations to offer employment or the applicant to accept employment. An offer of employment, if made, is contingent upon satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements. Also, I agree to abide by all Generations policies and procedures as outlined within the Personnel Policy and other documents.

I authorize Generations to check all references from current and previous employers, references and others that may be relevant to my employment or my ability to perform the job for which I have applied. I authorize Generations and/or its agents to verify any of the information furnished in this application including, but not limited to, criminal record history and other background information deemed appropriate by Generations. I authorize all persons, schools, companies, and law enforcement authorities and agencies to release any information concerning my background, creditworthiness or other information that may be relevant to evaluation of this employment application and I hereby release any such persons, schools, companies and law enforcement authorities and agencies from any liability for damages whatsoever for where such information is required to be released by law or order of a court or other authority.

I understand and hereby acknowledge that any employment relationship with Generations is at will, which means that if I am hired, my employment with Generations is not for a fixed period of time and that I may resign at any time and Generations may terminate my employment and compensation at any time.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date