

# EMPLOYMENT APPLICATION



**BANK OF DENVER CORPORATE OFFICE**  
**810 EAST 17<sup>TH</sup> AVENUE ♦ DENVER, COLORADO 80218**  
**303-572-3600**

## BRANCHES

**LEETSDALE BRANCH**  
**530 S. HOLLY**  
**(LEETSDALE & HOLLY)**  
**DENVER, CO 80246**

**UPTOWN BRANCH**  
**800 E. 17<sup>TH</sup> AVENUE**  
**(17<sup>TH</sup> AND CLARKSON)**  
**DENVER, CO 80218**

## BANK OF DENVER EMPLOYMENT APPLICATION

Bank of Denver fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, sexuality orientation, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and state employment laws and the information requested on this application will only be used for the purposes consistent with those laws. An application is only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position applied for is filled, whichever first occurs.

**POSITION APPLIED FOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Employment Desired:**  Full-Time  Part-time  Seasonal

### PERSONAL DATA

|                |       |                |                        |
|----------------|-------|----------------|------------------------|
| Last name      | First | Middle         | Social Security Number |
| Street Address | City  | State/Zip Code | Telephone Number       |

Are you at least 18 years old?  Yes  No If not, state your age for child labor law purposes only: \_\_\_\_\_

Are there any days, shifts or hours you will not work?  Yes  No If yes, please explain: \_\_\_\_\_

Will you work overtime, if required?  Yes  No When will you be able to start work? \_\_\_\_\_

Have you taken any illegal drugs in the last 30 days? \_\_\_\_\_

How did you learn of our Company? \_\_\_\_\_

If referral, who were you referred by: \_\_\_\_\_

Have you ever worked here before?  Yes  No If yes, provide date: \_\_\_\_\_

Are you legally authorized to work in the Unites States?  Yes  No

Will you now or in the future require sponsorship for employment visa status?  Yes  No

### **DRIVING RECORD (Answer only if driving is a requirement of the job for which you are applying)**

Do you have a valid driver license?  Yes  No State \_\_\_\_\_ License Number: \_\_\_\_\_

Have you had any tickets?  Yes  No If yes, please explain \_\_\_\_\_

Has your license ever been suspended or revoked?  Yes  No If yes, please explain \_\_\_\_\_

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**EDUCATION (May or may not be considered depending on job applied for)**

Describe any educational degrees, skills, training, or experience you believe are relevant to the job applied for:

| Name, City and State of Educational Institute | Graduated: |    | If no Degree, Credits Earned | Type of Degree Received or Expected | Major | Minor | Grade Point |
|---|------------|----|------------------------------|-------------------------------------|-------|-------|-------------|
|   | Yes        | No |                              |                                     |       |       | Overall GPA |
| High School:                                  |            |    |                              |                                     |       |       |             |
| College or University:                        |            |    |                              |                                     |       |       |             |
| Technical/GED/Other                           |            |    |                              |                                     |       |       |             |
| Licenses, Certifications/Other                |            |    |                              |                                     |       |       |             |

**EMPLOYMENT HISTORY**

(Please complete for all full-time or part-time employment beginning with most recent employer)

|  |  |   |
|--|--|---|
| <b>Company Name:</b>                             |  | <b>Telephone Number:</b>                                |
| <b>Address:</b>                                  |  | <b>Dates Employed</b><br>From: _____<br>To: _____       |
| <b>Name of Supervisor:</b>                       | <b>May we contact?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Rate of Pay</b><br>Start: \$ _____<br>Last: \$ _____ |
| <b>State job titles and describe job duties:</b> |  |   |
| <b>Reason for leaving:</b>                       |  |   |

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|  |  |   |
|--|--|---|
| <b>Company Name:</b>                             |  | <b>Telephone Number:</b>                                |
| <b>Address:</b>                                  |  | <b>Dates Employed</b><br>From: _____<br>To: _____       |
| <b>Name of Supervisor:</b>                       | <b>May we contact?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Rate of Pay</b><br>Start: \$ _____<br>Last: \$ _____ |
| <b>State job titles and describe job duties:</b> |  |   |
| <b>Reason for leaving:</b>                       |  |   |

|  |  |   |
|--|--|---|
| <b>Company Name:</b>                             |  | <b>Telephone Number:</b>                                |
| <b>Address:</b>                                  |  | <b>Dates Employed</b><br>From: _____<br>To: _____       |
| <b>Name of Supervisor:</b>                       | <b>May we contact?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Rate of Pay</b><br>Start: \$ _____<br>Last: \$ _____ |
| <b>State job titles and describe job duties:</b> |  |   |
| <b>Reason for leaving:</b>                       |  |   |

**REFERENCES:**

Please list three persons not related to you who know your qualifications.

| NAME | ADDRESS | PHONE | RELATIONSHIP |
|------|---------|-------|--------------|
|      |         |       |              |
|      |         |       |              |
|      |         |       |              |
|      |         |       |              |

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

\_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or forced to resign?  Yes  No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Did you receive any discipline in the last 12 months of active employment?  Yes  No If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Were you given a performance evaluation within the last 12 months of active employment?  Yes  No

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company?  Yes  No If yes, please explain: \_\_\_\_\_

(You may be required to furnish a copy of the agreement.)

**MILITARY**

(Complete only if you served in the military.)

Branch of Service: \_\_\_\_\_ Number of Years/Months of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job applied for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BANK OF DENVER EMPLOYMENT APPLICATION**  
**APPLICANT'S ACKNOWLEDGMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of fact or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize Bank of Denver to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give Bank of Denver (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

**I expressly agree and understand that, if employed, my employment is not for a specific term, is based on mutual consent and may be terminated by me or my employer(s) with or without notice or cause at any time. I further understand that no oral promise, employer(s) policy, custom, business practice or other procedure (including the personnel handbook or any personnel manuals) constitute an employment contract or modification at the at-will employment relationship between me and the employer(s). I also understand that this aspect of my employment may not change absent an individual written agreement signed by both the bank president and me.**

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

I acknowledge that this application will remain active for 30 days from this date. If I have not heard from Bank of Denver at the conclusion of this 30 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

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Signature

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Date