



## NOTICE TO APPLICANTS GENERAL INFORMATION

### An Equal Opportunity Employer

We consider applicants for employment without regard to race, color, religion, sex, national origin, age or any non-job related disability. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the individual responsible for Human Resources at 1290 NE Burnside, Gresham, OR 97030.

### Affirmative Action

It is the policy of MBank to hire well qualified people. An integral part of this policy is to provide disabled workers, disabled veterans, and Vietnam Era veterans, equal employment opportunity with respect to all employment practices. Consistent with the provisions of the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Assistance Act of 1974 the Bank will take Affirmative Action with regard to the above groups.

If you believe that you are covered by the above Acts, the Bank invites you to self-identify for consideration under these Affirmative Action Programs by contacting Human Resources at 1290 NE Burnside, Gresham, OR 97030. Provision of this information is voluntary and refusal to provide it will not subject the applicant or employee to adverse treatment. Further, if provided, the information will be kept confidential and used only in accordance with the Acts and regulations.

### General Information

**You must be aware of the following information if you are going to apply for employment at MBank.**

1. Resumes are generally not accepted without a completed application.
2. **You may only apply for positions that are open and posted.** In order to be considered for employment, this application must be completed in full. Please indicate the specific job title for which you are interested in being considered. You may only apply for positions that are open and posted. Individuals who express an interest in "any" position or a generic title will not be considered for employment.
3. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Applications will be considered for vacancies which arise during the 60 day period following submission. Applicants should complete an updated application if not contacted and/or hired during this 60 day evaluation period.
4. Please complete this form carefully in your own handwriting. All spaces on the application must be filled in. If a question does not apply use N/A for not applicable. **Do not leave any blanks. If the application is not filled out completely it will be discarded.** Replies to all questions will be held in strictest confidence. If your answers or statements require additional space, attach a separate sheet.
5. The bank is committed to maintaining a workplace free of the problems associated with drug or alcohol abuse. As such, all applicants are required to undergo testing as part of the pre-employment process.
6. A pre-employment credit and background investigation using all available electronic methods will be required for all applicants chosen for final consideration. Employment is contingent on successfully passing the investigation.
7. Questions about the application procedure may be made to Human Resources at 1290 NE Burnside, Gresham, OR 97030.

Your signature indicates that you understand the instructions and agree with the requirements and limitations discussed and listed above.

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Signature

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Date

# Application for Employment



Please Print

Current as of 09/08

PO Box 504 | Gresham, OR 97030

## Equal Opportunity Employer

Race, color, religion, age, sex disability, family or veteran status, place of national origin or other discriminatory categories are not factors in employment, promotion, compensation or working conditions. Applicants requiring reasonable accommodations to the application/interview process should notify a representative of the Human Resources Department.

Position (s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency  
 Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Social Security # \_\_\_\_\_  
Street City State Zip Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Mobile/Beeper/Other Phone # (\_\_\_\_) \_\_\_\_\_ E-mail address \_\_\_\_\_

If necessary, best time to call you at home is .....:\_\_\_\_\_ AM or PM

May we contact you at work? .....  Yes  No

If yes, work # and best time to call .....(\_\_\_\_):\_\_\_\_\_ AM or PM

Are you age 18 or over?.....  Yes  No

Have you ever submitted an application here before? .....  Yes  No

If yes, give position (s) and date (s) \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before? .....  Yes  No

If yes, give dates .....From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you authorized to work in the U.S. on an unrestricted basis? .....  Yes  No

Date available for work ...../\_\_\_\_/\_\_\_\_ What is your desired salary range? ..... \$ \_\_\_\_\_

Type of employment desired  Full time  Part time  Temporary  Seasonal  Educational Co-op

Will you travel if the job requires it?.....  Yes  No

Are you able to meet the attendance requirements of the position?.....  Yes  No

If no, please explain \_\_\_\_\_

Have you ever been convicted of any criminal offense? (exclude expunged convictions).....  Yes  No

If yes, please provide date(s) and details \_\_\_\_\_

Conviction of a crime is not an automatic bar to employment. All circumstances will be taken into consideration. Article 12. U.S. Code, Section 1829 states that "Except with written consent of the FDIC, no person shall serve as a director, officer or employee of an insured bank (MBank) who has been convicted of any criminal offense involving dishonesty or breach of trust."

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Provide the following information of your past and current employers, assignments, or volunteer activities starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section below.

Employer	Telephone (    )	<b>Dates Employed</b>		<b>Summarize the type of work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Starting job title / Final job title		<b>Hourly rate / salary</b>		
		<b>Starting</b>		
Immediate supervisor and title		\$	Per	
Reason for leaving		<b>Hourly rate / salary</b>		
		<b>Final</b>		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Telephone (    )	<b>Dates Employed</b>		<b>Summarize the type of work performed and job responsibilities</b>
		<b>From</b>	<b>To</b>	
Address				
Starting job title / Final job title		<b>Hourly rate / salary</b>		
		<b>Starting</b>		
Immediate supervisor and title		\$	Per	
Reason for leaving		<b>Hourly rate / salary</b>		
		<b>Final</b>		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
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Address				
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		<b>Starting</b>		
Immediate supervisor and title		\$	Per	
Reason for leaving		<b>Hourly rate / salary</b>		
		<b>Final</b>		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
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		<b>Starting</b>		
Immediate supervisor and title		\$	Per	
Reason for leaving		<b>Hourly rate / salary</b>		
		<b>Final</b>		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Comments (Including explanation of any gaps in employment)

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**Skills and Qualifications**

Summarize any special training, skills, licenses and / or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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**Educational Background (if job related)**

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade point average or Class rank. E. Major field of study. F. Minor of study (if applicable).

A. School	B. Number of Years Completed	C. Degree/ Diploma	D. GPA Class Rank	E. Major	F. Minor

**References**

List name and telephone number of three business / work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Number of Years Known

**Additional Information**

List professional, trade, business or civic associations and any offices held. Exclude memberships that would reveal race, color, religion, sex national origin, citizenship, age, mental or physical disabilities, veteran / reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any additional information you would like us to consider: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Please read and initial each paragraph below. If there is any part of this page you do not understand, please ask the interviewer about it before signing.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize MBank to thoroughly investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to release to MBank any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release MBank, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigations or disclosures.

I understand and authorize MBank to conduct a background verification and criminal history investigation as a condition of employment. I have been notified and authorize the criminal history investigation and background verification.

I understand that if offered employment, the offer is contingent upon my passing a pre-employment drug and alcohol screen. By signing this application, I voluntarily agree to submit to a pre-employment drug and alcohol screen upon receipt of a verbal offer of employment. I understand that failure to pass the drug and alcohol screen will result in withdrawal of the employment offer.

If hired, I also agree to submit to alcohol or drug testing as a condition of employment. I agree that MBank may conduct alcohol or drug screening at its sole discretion with or without notice. I also understand that refusal to submit to an alcohol/drug screen will be considered voluntary resignation of employment.

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and MBank. In addition, I agree that if I am employed, my employment relationship with MBank is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or MBank, and that no promises or representations contrary to the foregoing are binding on MBank unless made in writing and signed jointly by the President/CEO and myself.

I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or MBank benefits, policies and procedures will not alter our at-will employment agreement.

I understand that if offered employment I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid driver's license authorizing me to drive in the State of Oregon and I understand that I may be required to provide a copy of my official driving record and/or proof of insurance. I also understand that any offer and/or continuation of employment is contingent on my ability to be covered by auto insurance, if required for my position.

I hereby affirm that my answers to the foregoing questions are true and correct. My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name Printed \_\_\_\_\_



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**DISCLOSURE AND AUTHORIZATION TO OBTAIN CONSUMER REPORT**

As part of its employment application process, MBank may obtain a consumer report for employment purposes as part of a background investigation. Inquiry may include, but is not limited to: conviction records, motor vehicle records, credit checks, references, and copies of prior personnel files.

In the event information from the report is utilized, in whole or in part, in making an adverse decision with regard to your potential employment, MBank will provide you with a copy of that report, as well as a Summary of Your Rights Under the Fair Credit Reporting Act before making any adverse decision.

By signing this document, I authorize MBank to obtain a Consumer Report for Employment purposes.

Name of Authorizing Consumer: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Signature of Authorizing Consumer: \_\_\_\_\_

**Return With Application**



**Applicant's Authorization to Release Information**

As an applicant for a position with MBank, I authorize all past and current employers and educational institutions to release information about my work history and education for use in determining my qualifications for this position.

Please release or verify the items indicated:

**YES**

**NO**

All Employment and Educational Information Requested

Only specific information indicated below.

Employers:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Salary History                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Dates of Employment                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Positions Held                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Responsibilities and Duties Performed         |
| <input type="checkbox"/> | <input type="checkbox"/> | Performance Rating                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Reason for Leaving                            |
| <input type="checkbox"/> | <input type="checkbox"/> | Eligibility for Rehire                        |
| <input type="checkbox"/> | <input type="checkbox"/> | Attendance Record for last year of employment |

Educational Institutions:

- |                          |                          |                         |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Degree Obtained         |
| <input type="checkbox"/> | <input type="checkbox"/> | Transcript              |
| <input type="checkbox"/> | <input type="checkbox"/> | Licenses/Certifications |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Social Security Number \_\_\_\_\_ Authorization Expires: \_\_\_\_\_





I hereby agree and understand that any dispute between myself and the Bank, or any dispute or claim that arises out of or that relates to my employment, or that relates to any alleged breach of an employment agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any employment discrimination, or civil rights, age, or disabilities statute, regulation or law), including tort and harassment claims (except a tort that is a "compensable injury" under Workers' Compensation law), shall be resolved by arbitration in accordance with the then effective arbitration rules of Arbitration Service of Portland, Inc., or the American Arbitration Association, whichever organization is selected by the party which first initiates arbitration by filing a claim in accordance with the filing rules of the organization selected, and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof

I further understand that my consent to arbitration of employment related disputes is a material condition of employment, and MBank will not extend an offer of employment to me if I refuse to agree to arbitrate employment related disputes.

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Signature

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Witness

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Print Name

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Date