

Please submit applications to Northrim Bank  
 Human Resources Department located at  
 3111 C Street  
 PO Box 241489  
 Anchorage, AK 99524-1489  
 Fax (907) 261-3569 • Phone (907) 562-0062



# Northrim Bank Employment Application

**Please fill out the application completely with BLACK ink only.** Applications will only be accepted for open positions. Resumes will not be accepted in lieu of applications. Multiple positions may be listed on this application. Applications are valid for 90 days.

Name Last		First		Middle	
Mailing Address					City
State	Zip	Email Address			
Home Phone		Cell Phone		Preferred Contact	
				<input type="checkbox"/> Home	<input type="checkbox"/> Cell <input type="checkbox"/> Email

Position Title(s) Applying For					Date		
<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time		<input type="checkbox"/> Temporary		Date Available to Start		
Indicate time(s) available to work:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Salary Desired

Education	Name	Location (City, State)	Graduated	Years Attended	Course of Study	Degree Received
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED			
College			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Trade, Business, Other			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Scholastic Awards, Honors or Achievements

Professional licenses or Certifications

Professional Memberships

Typing W.P.M.	10-Key <input type="checkbox"/> Sight <input type="checkbox"/> Touch	Word Processing <input type="checkbox"/> MS Word <input type="checkbox"/> Other:	Spreadsheet <input type="checkbox"/> MS Excel <input type="checkbox"/> Other:	Presentation <input type="checkbox"/> MS Power Point <input type="checkbox"/> Other:	Database <input type="checkbox"/> MS Access <input type="checkbox"/> SQL <input type="checkbox"/> Other
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Other job-related skills, experience or qualifications to include job-related training received in the United States military:

Why do you want to work for Northrim Bank?

Print Name: \_\_\_\_\_

**Employment History** (Start with most recent). Answer all questions completely.

PLEASE NOTE: Completion of this section is required even if you submit a resume.

From (month/year)	To (month/year)	Job Title	
Hours per week	Last Salary	Employing Firm	
Supervisor's Name		Firm Address	
Reason for Leaving		Phone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Duties/Responsibilities	
Name you worked under? <input type="checkbox"/> Same <input type="checkbox"/> Other: _____			
From (month/year)	To (month/year)	Job Title	
Hours per week	Last Salary	Employing Firm	
Supervisor's Name		Firm Address	
Reason for Leaving		Phone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Duties/Responsibilities	
Name you worked under? <input type="checkbox"/> Same <input type="checkbox"/> Other: _____			
From (month/year)	To (month/year)	Job Title	
Hours per week	Last Salary	Employing Firm	
Supervisor's Name		Firm Address	
Reason for Leaving		Phone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Duties/Responsibilities	
Name you worked under? <input type="checkbox"/> Same <input type="checkbox"/> Other: _____			
From (month/year)	To (month/year)	Job Title	
Hours per week	Last Salary	Employing Firm	
Supervisor's Name		Firm Address	
Reason for Leaving		Phone	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you resign? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Duties/Responsibilities	
Name you worked under? <input type="checkbox"/> Same <input type="checkbox"/> Other: _____			

Print Name: \_\_\_\_\_

Are you 18 years or older?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Are you willing to travel?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you eligible to work in the U.S.?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
Have you ever been convicted of any criminal offense involving dishonesty or breach of trust?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
If yes, please explain. _____ _____					
(Note: A conviction does not automatically disqualify an applicant from employment. The date, nature and seriousness of the offense, as well as any rehabilitation will be considered.)					
Were you ever discharged from any position?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
If yes, please explain when, why and from what employer. _____ _____					
Do you have any relatives employed by Northrim Bank?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
If yes, please identify. _____					
Have you previously been employed by Northrim Bank?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
If yes, please identify dates and what department. _____					
How did you find out about employment opportunities at Northrim Bank?					
<input type="checkbox"/> Employee Referral: _____	Website	<input type="checkbox"/> northrim.com	<b>OR</b>	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Employment Agency: _____	Advertisement	<input type="checkbox"/> Online Ad	<b>OR</b>	<input type="checkbox"/> Print Ad	
<input type="checkbox"/> Job Fair: _____	<input type="checkbox"/> Other: _____				

**PLEASE READ BEFORE SIGNING**

- Qualified applicants receive consideration for employment without discrimination because of race, sex, marital status, color, creed, national origin, age, presence of non-related disability, or other criteria prohibited by law.
- I hereby certify that all information supplied by me in this application is true, correct, and complete. I understand that all facts are open to inquiry by Northrim Bank.
- I authorize any employer, for which I have given permission to contact, to release any information they may have concerning me to Northrim Bank.
- I also authorize Northrim Bank to make inquiries on my credit history. I hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information. I understand that information from such a report may be used by Northrim Bank in making decisions regarding my employment.
- I understand that any misrepresentation or omission of facts by me in this application is cause for my discharge in the event I am hired.
- If employed, I shall willingly comply with all rules and regulations of Northrim Bank.
- I understand employment at Northrim Bank constitutes a voluntary relationship that either party may dissolve at any time. If, during this time, I appear unsuited I may be released without notice and be paid through the date of last employment.
- All offers of employment are conditional on verification of eligibility to work in the United States.
- **I have read and understand the Northrim Bank philosophy and standards that are included with this application. I understand that if I am hired, my performance will be evaluated on how well I perform these standards and other duties as outlines in the ob description.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

## Northrim Bank Service Standards

### Philosophy Statement

Our Customer First Service philosophy is the driving force behind everything we do. Our goal is customer satisfaction. Every contact gives us a new opportunity to establish or strengthen a banking relationship.

### Northrim Bank Represents:

- A commitment to service
- A different kind of bank; represents a true banking alternative
- Emphasizes service to the business and professional community
- An innovative approach to banking services; is a leader in banking
- Strong, experienced management; headquartered in Alaska
- Caring, concerned, knowledgeable staff
- A commitment to community

### Northrim Bank Service Standards

- Always have a warm and caring attitude toward our customers.
- Always greet our customers in a friendly and personal manner.
- Call the customer by name and give him or her your full attention.
- Keep the customer informed. Let him/her know when to expect a response from you or a resolution to a problem.
- Instead of saying no; explore alternatives, look for creative solutions.
- Always follow through. The customer should have confidence that you will fulfill your commitment.
- Know the bank's products and services so you can provide the customer with accurate information and helpful advice.
- Always try to match the product or service to the customer's needs, never try to sell a customer a service he/she doesn't need.
- Make sure you refer customers to the appropriate area of the bank. If you are unsure, check before giving the customer directions. Personally introduce the customer to the appropriate person whenever possible.
- Keep customer information in the strictest confidence.
- Maintain professionalism in the presence of customers; an uncluttered work area, no personal conversations between employees, neat appearance.
- ALWAYS thank the customer for doing business with us.

### Management/Employee Communication Philosophy

We believe that happy, motivated employees are the key to providing quality service, and therefore the key to a successful company. Management is committed to making Northrim Bank a good place to work. There is a commitment to open communication, and a participative management style which encourages employee discussion and involvement in decisions.

Every employee is responsible for meeting or exceeding the bank's service standard, being helpful and friendly to co-workers, and being an active participant in the bank. Employees are expected to ask questions, make suggestions, and look for ways to operate better.

In return, employees can expect that Northrim managers will be fair; will reward them for their hard work and commitment to service and sales; will encourage open discussion and creative problem solving; will give them opportunities to develop new skills and abilities; will keep them informed; and will provide them with the training, resources, and support they need to deliver service excellence.

Print Name: \_\_\_\_\_

### CREDIT and BACKGROUND CHECK RELEASE STATEMENT

Please complete the following for proper identification purposes.

Name: Last	First	Middle	Maiden
Social Security Number		Date of Birth	
Current Physical Address		City	State Zip
Driver's License Number		State	
List any other names or Social Security Numbers you have used			
List any felony convictions and provide the date(s), city, county, and state			
List any other addresses for the past 10 years.			

I hereby grant **Northrim Bank** and its authorized representatives at any time during my application for employment, or during the course of my employment, the authority to conduct an inquiry into my credit history, employment history and performance. I understand that as part of this background inquiry a criminal record, driving record and credit check may be conducted. I release from liability all persons, companies, schools, and corporations supplying such information, and hold harmless **Northrim Bank** and its representatives from any and all liability resulting from the background inquiry.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please print legibly)

Print Name: \_\_\_\_\_

**APPLICANT DATA FORM  
NORTHRIM BANK**

Northrim Bank is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Northrim Bank requests that you voluntarily self-identify your gender and race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This data will be separated from the remainder of your application before the application is considered for possible employment. Your cooperation is appreciated.

Date \_\_\_\_\_ Position(s) Applying For \_\_\_\_\_

Gender  Male  Female

Race and Ethnicity

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.