

# APPLICATION FOR EMPLOYMENT

**PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION FORM.**

This bank is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reasons of race; color; religion; sex (including pregnancy); national origin; age; Veteran/Reserve, National Guard status; marital status; disability or genetic information. No question in this application is intended to secure information that will be used to make an employment decision on the basis of any such protected category.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The bank will determine the best-qualified candidate for any open position in its discretion. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond and the bank may be unable to offer employment on that basis, even if the bank has determined in its discretion that the applicant is the best-qualified candidate for an open position.

Please complete this form carefully in your own handwriting providing **only** the information requested. Replies to all questions will be held in strictest confidence.  
If your answers or statements require additional space, please attach additional sheets as necessary.

Last Name	First	Middle	Social Security #	Phone
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Have you ever worked under any other name(s)? If so, please list here:	Email Address:
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Present Address	Street	City	State	Zip	From	To
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PERSONAL

Addresses for Last Five Years			

Are you legally eligible to be employed in the United States?     Yes     No

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	If needed, do you have the proper work permits? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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Position desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	How soon could you report to work?	Rate of pay expected:
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How did you come to apply?     Employee Referral (name) \_\_\_\_\_     Employer Website     Newspaper Ad     Walk-in     Employment Agency  
 Former Employee     High School Recruitment     College Recruitment     Internet     Other \_\_\_\_\_

Have you ever been arrested, convicted, pled nolo contendere, had adjudication withheld or been placed on probation for a criminal offense, including but not limited to offenses involving dishonesty or breach of trust (such as robbery, embezzlement, forgery, perjury, tax evasion, shop lifting, etc.)? Responding Yes will not automatically disqualify you from employment    Yes     No

If so, state dates, place, courts, where offense occurred and judgment given, attaching additional sheets as necessary:

REFERENCES

GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS			
NAME	ADDRESS	OCCUPATION	YEARS KNOWN

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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<b>LIST PRESENT AND PAST EMPLOYERS DURING THE PAST FIVE YEARS, INCLUDING PART-TIME EMPLOYMENT</b>						
Employment Dates Month/Year	Employment	Salary		Type of Business	Title or Position	Describe Type of Work Done
		Start	Final			
From:	Co. Name	\$	\$			
	Address					
To:	City                                  State                                  Zip	Per:	Per:			
Reason for leaving above position:						
From:	Co. Name	\$	\$			
	Address					
To:	City                                  State                                  Zip	Per:	Per:			
Reason for leaving above position:						
From:	Co. Name	\$	\$			
	Address					
To:	City                                  State                                  Zip	Per:	Per:			
Reason for leaving above position:						
From:	Co. Name	\$	\$			
	Address					
To:	City                                  State                                  Zip	Per:	Per:			
Reason for leaving above position:						
From:	Co. Name	\$	\$			
	Address					
To:	City                                  State                                  Zip	Per:	Per:			
Reason for leaving above position:						
Have you been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No                                  Dates of employment/Date of application:                                  Name at time of employment/application: Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No						

EMPLOYMENT REFERENCES

Have you ever been discharged or requested to resign from a position?     Yes     No  
 If so explain: \_\_\_\_\_

May we contact your present employer(s)?     Yes     No      May we contact your previous employer(s)?    Yes      No

Give Employment References:

SUPERVISOR'S NAME & TITLE	COMPANY & ADDRESS	PHONE #	YEARS KNOWN

EDUCATIONAL AND SKILLS RECORD

Why do you desire to make a change? \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)?     Yes     No

NAME & LOCATION List any special schooling (extension, night, business, etc.)	Graduate	Diploma or Degree	Major and Minor Studies	Grade Averages
<b>HIGH SCHOOL</b>			<del> </del>	
<b>COLLEGE</b>				
<b>OTHER (CFT, etc.)</b>				

MILITARY

Check the appropriate space below to show experience or training in the skills or equipment named. Also, name and briefly describe courses taken in school, present or past positions, or other experience that will especially fit you for the position for which you apply.

BOOKKEEPING       CALCULATOR       ACCOUNTING       TYPING (speed) \_\_\_\_\_ WPM

SOFTWARE APPLICATIONS (Excel, Word, PowerPoint, Outlook, etc.)

List \_\_\_\_\_

OTHER (List those skills or abilities which you consider relevant to this job)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Completion of this section is optional:**

Have you ever served in the U.S. Armed Services?     Yes     No  
 If so, what branch or branches? \_\_\_\_\_

Were you honorably discharged?     Yes     No

If applicable, I have been provided an invitation to Self-Identify, as required by VEVRAA (Vietnam Era Veterans' Readjustment Assistance Act of 1974) Regulations.     Yes     No     N/A

- (A) I hereby agree to being fingerprinted before or during my employment by a law enforcement agency and agree to my fingerprint record being processed by the FBI.  
**Initial Here** \_\_\_\_\_
- (B) I have signed the attached Fair Credit Reporting Act Disclosure & Authorization. I authorize investigation of all information contained in this application. I understand that misrepresentation or omission of facts called for is a basis for non-consideration for employment and/or dismissal if I am employed. Further, if I am employed, I understand and agree that my employment is "at-will" for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at anytime with or without notice and with or without cause.  
**Initial Here** \_\_\_\_\_
- (C) I fully understand that, because of the nature of the business conducted by the bank, that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description that relate to business transactions of the bank or to anyone with whom the bank has business dealings ("confidential information") constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter the employ of the bank, I am not to, and will not at anytime, communicate or reveal confidential information to unauthorized personnel within the bank, or to anyone outside the bank. I also understand that any violation of the foregoing may result in the termination of my "at-will" employment, in the discretion of the bank.  
**Initial Here** \_\_\_\_\_
- (D) In the event I am employed by the bank, I will comply with all rules and regulations as set forth in the bank's policy manual or other communications distributed to all employees.  
**Initial Here** \_\_\_\_\_
- (E) I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing.  
**Initial Here** \_\_\_\_\_
- (F) I understand that if I am employed, a photograph may be later required.  
**Initial Here** \_\_\_\_\_
- (G) In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required eligibility verification form upon hire.
- (H) I hereby acknowledge that I have read the above statement and understand the same.

\_\_\_\_\_  
Application Date

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