

# 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; national origin; age; Veteran/Reserve, National Guard status; marital status or disability. No question in this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The bank at its own expense, arranges for a surety bond for each of its employees. 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.

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, obtain supplemental sheets from personnel receptionist.

PERSONAL

Last Name	First	Middle	Social Security #	Phone		
Present Address	Street	City	State	Zip	From	To
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?  Yes  No | If needed, do you have the proper work permits?  Yes  No  N/A

Position desired:  Full Time  Part Time | How soon could you report to work? \_\_\_\_\_ | Rate of pay expected: \_\_\_\_\_

How did you come to apply?  Employee Referral  High School Recruitment  Newspaper Ad  Employment Agency  
 Former Employee  College Recruitment  Walk-in  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:

REFERENCES

**GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS**

NAME	ADDRESS	OCCUPATION	YEARS KNOWN

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

**SHOW PRESENT AND PAST EMPLOYMENT FOR THE PAST FIVE YEARS INCLUDING PART-TIME EMPLOYMENT**

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?  Yes  No      Have you ever applied here before?  Yes  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 or previous employer(s)?  Yes  No

Give Employment References:

SUPERVISORS NAME & TITLE	COMPANY & ADDRESS	PHONE #	YEARS KNOWN

Why do you desire to make a change?

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

EDUCATIONAL AND SKILLS RECORD

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

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       ADDING MACHINE       ACCOUNTING       CREDIT INVESTIGATION       KEY PUNCH MACHINE       TYPING (speed) \_\_\_\_\_ WPM
- PROOF MACHINE       COMPUTER OPERATOR       DICTATING EQUIPMENT       TABULATING EQUIPMENT       SHORTHAND (speed) \_\_\_\_\_ WPM
- Model \_\_\_\_\_      Model \_\_\_\_\_       CRT OPERATOR       WORD PROCESSING
- OTHER (List those skills or abilities which you consider relevant to this job)

\_\_\_\_\_

\_\_\_\_\_

MILITARY

Completion of this section is optional:

Have you ever served in the U.S. Armed Services?  Yes  No

If so, what branch or branches?

- (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 authorize investigation of all information contained in this application. I understand that misrepresentation or omission of facts called for is cause for non consideration for employment and/or dismissal if I am employed. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at cause or any time without any previous notice.  
**Initial Here** \_\_\_\_\_
- (C) I fully understand 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 relating to the business of the bank or to anyone with whom the bank has dealings, 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 any business of the bank or any such information or records or files or the matters contained therein to unauthorized personnel within the bank, or to anyone outside the bank. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.  
**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) I understand that the bank employs only U.S. citizens and properly authorized aliens. If I become employed, federal law requires that I furnish to the bank proof of my identity and employment authorization and to sign a statement under penalty of perjury verifying my eligibility for employment as a citizen or national of the United States or an otherwise employable alien.
- (H) I hereby acknowledge that I have read the above statement and understand the same.

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Application Date

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Applicant's Signature

(This is to advise you that your application for employment will be processed as quickly as possible. Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning your background. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.)

THIS APPLICATION VOID AFTER \_\_\_\_\_ DAYS, UNLESS RENEWED BY THE APPLICANT.