



## Employment Application

The Bank is an equal employment/affirmative action employer. The Bank does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, disability, ancestry, age, status as a disabled or Vietnam era veteran, or any other basis protected by applicable law. No question on this application is intended to secure such information.

This application 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 based on nondiscriminatory criteria, it may be difficult to secure this bond and the Bank may be unable to offer employment.

### Applicant Information

Name	_____	_____	_____	_____
	<i>First</i>	<i>M.I.</i>	<i>Last</i>	<i>Social Security Number</i>
	_____			_____
	<i>Street Address</i>			<i>Apartment/Unit #</i>
	_____			_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
	_____			_____
	<i>Telephone Number</i>		<i>Email Address</i>	

### Employment Verification

Date you are available to begin employment: \_\_\_\_\_

Type of employment you are seeking:     full-time     part-time     summer only

Number of hours available to work per week:     full-time, 40 hours     part-time, approx. number of hours \_\_\_\_\_

Specific job(s) for which applying: \_\_\_\_\_    Desired Salary: \$ \_\_\_\_\_

Are you a citizen of the United States?    YES    NO  
   

If no, are you authorized to work in the U.S.?    YES    NO  
   

Have you ever worked for this company?    YES    NO    If yes, when? \_\_\_\_\_  
   

Have you ever been convicted of a felony or other criminal offense?    YES    NO  
   

If yes, explain:

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## Skills/Equipment

Use the space below to describe your interest in banking, additional knowledge, skills, and aptitudes that you feel will qualify you for a position at the Bank. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, special training, apprenticeships or internships.)

Please attach additional page(s) if needed.

## References

*Provide three responsible references who are mature persons of good standing in their communities, and who have known you for the past THREE years of more. DO NOT include your relatives or former immediate supervisors. You may include the names of current or past coworkers, or acquaintances presently employed by this Bank.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_



## Disclaimer and Signature

**PLEASE READ BEFORE SIGNING.** If you have any questions regarding this statement, please ask before signing.

*Information about criminal convictions will be considered individually and will not be an automatic bar to employment. Factors such as the nature of the offense, time since the offense occurred, and rehabilitation will be considered to determine whether the conviction is reasonably related to your competency to perform the job.*

*In the event of my employment to a position in the Bank, I will comply with all rules and regulations as set forth in the Bank's policy manual or other communications distributed to employees. I understand that this application and any other Bank documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment under proper notice, and may be terminated by the employer at any time and for any reason. I understand this application and any oral or written statements of the contrary are expressly disavowed and should not be relied upon by any existing or prospective employee. Additionally, I authorize the Bank to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party.*

*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 that would, if disclosed, affect this application unfavorably. I understand that any false or misleading statements may lead to denial of further consideration for employment, withdrawal of any job offer, or termination from employment.*

*I hereby acknowledge that I have read the above statement and understand the same.*

Signature: \_\_\_\_\_

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