



APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

WE CONSIDER APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY. EQUAL ACCESS TO PROGRAMS, SERVICE AND EMPLOYMENT IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY HUMAN RESOURCES.

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.

PLEASE COMPLETE THIS FORM CAREFULLY IN YOUR OWN HANDWRITING. REPLIES TO ALL QUESTIONS WILL BE HELD IN STRICTEST CONFIDENCE. IF YOUR ANSWERS OR STATEMENTS REQUIRE ADDITIONAL SPACE, OBTAIN SUPPLEMENTAL SHEETS FROM THE RECEPTIONIST.

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. INDIVIDUALS WHO EXPRESS AN INTEREST IN “ANY” POSITION, OR A GENERIC TITLE WILL NOT BE CONSIDERED FOR EMPLOYMENT.

POSITION SOUGHT: _____ DATE: _____

Last Name			First			Middle			<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss Title Preferred (Optional)				
Name Most Often Called (Nickname)								Phone					
NOTE: New employees will be required to substantiate residency status in compliance with the Immigration Reform and Control Act of 1986.													
Present Address: Street			City			State			Zip		From		To
Prior Address: Street			City			State			Zip				
Prior Address: Street			City			State			Zip				
Position Desired?				How soon could you report to work?				Salary expected:					
<input type="checkbox"/> Full-Time								\$ _____					

<input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Could you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	per _____
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Have you ever worked for the Bank or any Bank now part of the Bank Yes No

If yes, where and when:

Are you related to any employee of the Bank Yes No

If yes, give that employee’s name, your relationship and their department:

During the past 7 years, have you ever been convicted of, or plead guilty or nolo contendere to any crime? Yes No

If so, state date, court, and place where offense occurred:

Any criminal offense will not necessarily disqualify you from employment, but each offense will be evaluated based upon its nature, when the activity occurred and the type of position sought with the Bank.

SHOW PRESENT AND PAST EMPLOYMENT, INCLUDING PART-TIME EMPLOYMENT:

Dates Month/ Year	Employment	Salary Start/Final	Type of Business	Position/ Supervisor Telephone Number	Reason for Leaving
From To	Co. Name <hr/> Address	\$ _____ Per _____ To \$ _____ Per _____			
From To	Co. Name <hr/> Address	\$ _____ Per _____ To \$ _____ Per _____			
From To	Co. Name <hr/> Address	\$ _____ Per _____ To \$ _____ Per _____			
From To	Co. Name <hr/> Address	\$ _____ Per _____ To \$ _____ Per _____			

EXPLAIN ALL UNEMPLOYMENT INTERVALS EXCEEDING FOUR WEEKS					
From	State your activities during this period	Can someone verify your activities during this period? Please list name and current telephone number.			
To		<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone Number: _____			
Have you ever been discharged or requested to resign from a position? If "yes," explain:					<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your present employer know of your plans to change employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			Why do you desire to make a change?		
GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS					
NAME	ADDRESS	TELEPHONE NUMBER	OCCUPATION	YEARS KNOWN	
Have you ever served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, what branch or branches?		Rank at time of discharge	
LIST ALL SCHOOLING					
NAME AND LOCATION	Circle last year completed	Graduated	Diploma or Degree	Major & Minor Studies	Grade Averages
HIGH SCHOOL	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GRADUATE	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
OTHER (Extension, night, business)		<input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you plan to continue your education? <input type="checkbox"/> Yes <input type="checkbox"/> No		If so, do you have outstanding at present any applications for admission to any school? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, where?	
WHAT FOREIGN LANGUAGES DO YOU SPEAK, READ OR WRITE?					
Check the appropriate space below to show experience or training in the skills or equipment named. Name and briefly describe courses taken in school, present or past positions, or other experience that will especially fit you for this position.					
<input type="checkbox"/> Bookkeeping <input type="checkbox"/> Typing (Speed) _____ wpm <input type="checkbox"/> Accounting <input type="checkbox"/> Shorthand (Speed) _____ wpm <input type="checkbox"/> Adding Machine <input type="checkbox"/> Tabulating Equipment <input type="checkbox"/> Other: _____		<input type="checkbox"/> Computer Systems/Software - List: _____ _____ <input type="checkbox"/> Dictating Equipment			

Please summarize special skills, qualifications or experience, which make you suitable for the position you seek.

APPLICANT'S STATEMENT

- (A) In consideration for the Bank's review of this application, I authorize investigation of all statements contained in this application. My cooperation includes authorizing the Bank to conduct a pre-employment drug screen and, when requested by the Bank, a criminal or credit history investigation. Additionally, I authorize the Bank, in consideration for the Bank's review of this application, to supply my employment record, in whole or in part, and in confidence, to any government agency, or other party, with a legal or proper interest.
- (B) As a candidate for employment, I realize that the Bank requires information concerning my past work performance, background, and qualifications. Much of this information may only be supplied by my prior employers. In consideration for the Bank evaluating my application, I request that the previous employers referenced above provide information to the Bank's human resource representatives concerning my work performance, my employment relationship, my qualifications, and my conduct while an employee of their organizations. Recognizing that this information is necessary for the Bank to consider me for employment, I release these prior employers and waive any claims which I may have against those employers for providing this information.
- (C) I understand and agree that my employment, if hired, is for no definite period and may be terminated at my option or the option of the Bank at any time without any previous notice.
- (D) In the event of my employment, I will comply with all rules and regulations as set forth in the Bank's policy manual or other communications distributed to employees.
- (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 that would, if disclosed, affect this application unfavorably. I understand that misrepresentation or omission of facts is cause for disqualification from further consideration for hire or for dismissal.
- (F) I hereby acknowledge that I have read the above statement and understand the same.

Application Date: _____ Applicant's Signature: _____

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