

EMPLOYMENT APPLICATION



We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

POSITION(S) APPLIED FOR		SALARY DESIRED		APPLICATION DATE	
LAST NAME		FIRST NAME		MIDDLE INITIAL	
ADDRESS		CITY		STATE	ZIP
TELEPHONE NUMBER(s) where you can be reached:				SOCIAL SECURITY NUMBER	
DATE AVAILABLE FOR WORK		HOURS/DAYS NOT AVAILABLE		EMPLOYMENT TYPE (check one) Full-Time Part-Time Temporary	
Were you previously employed by this organization?		Yes, Date(s)		Department/Position	
List any relatives or friends working for this organization:		NAME		RELATIONSHIP	
Are you involved in any organized activities that may limit the days or hours you can work periodically throughout the year? If so, please explain					
How did you learn of this position?					
WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT					
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES _____per___	REASON FOR LEAVING		
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES _____per___	REASON FOR LEAVING		
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES _____per___	REASON FOR LEAVING		
FROM	TO	COMPANY NAME AND ADDRESS			TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK			
SUPERVISOR AND TITLE		LAST WAGES _____per___	REASON FOR LEAVING		
May we contact the above employers? ___Yes ___ No If "No", indicate which one(s) you do not wish us to contact.					
SPECIAL SKILLS AND QUALIFICATIONS - MECHANICAL, TECHNICAL AND/OR CLERICAL EXPERIENCE AND ABILITIES RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED					
DRIVER'S LICENSE - (please list license number and state issued ONLY if you are applying for a position that requires driving a vehicle while on company business)					

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EDUCATION				
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NAME	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY	
				MAJOR	DEGREE
HIGH SCHOOL					
COLLEGE					
OTHER					

REFERENCES		
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NAME AND ADDRESS	TELEPHONE	YEARS KNOWN

MISCELLANEOUS INFORMATION	
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Have you been convicted of a felony in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.) Yes No
If "Yes" please explain and describe in full detail: _____

Can you verify your legal rights to work in the U.S. by providing proof of identity and proof of employment authorization? Yes No
All offers of employment are contingent upon the production of the proper documents necessary to comply with the Immigration and Reform Control Act.

If you are under 18, are you able to furnish a work permit? Yes No
Were you in the Military? Yes No Branch _____ From _____ to _____ Rank _____

APPLICANT'S CERTIFICATION - Please read carefully before signing.	
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I understand and agree that the company may procure or have prepared an investigative consumer report on me as an applicant for employment. I further understand that, upon written request, I may obtain a complete and accurate disclosure of the nature and scope of the investigation.

I voluntarily give the Bank and its subsidiaries or client companies the right to make a thorough investigation of my past employment, schooling, and activities. I agree to cooperate in such investigation and release from all liability or responsibility all persons, schools, companies, or corporations supplying and collecting such information.

I hereby certify that all answers on this application are true and correct to the best of my knowledge and belief. I understand that misrepresentation will be considered as just cause for rejection of this application or dismissal from employment.

We conduct our business with the highest possible degree of safety and efficiency. Because of this, we may require applicants for employment to undergo blood and/or urinalysis screening for drug or alcohol use as part of our pre-placement physical examination. I acknowledge that refusing to submit to such screening will cause my application for employment to be rejected. In addition, all employees of the Bank, its subsidiaries and client companies may be subject to random blood tests or urinalysis screening for drug or alcohol use.

The Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, gender, religion, national origin, handicap or marital status. We assure you that your opportunity for employment with the Bank, its subsidiaries or client companies depends solely upon your qualifications.

APPLICANT'S SIGNATURE	DATE
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DO NOT WRITE BELOW - FOR COMPANY USE ONLY			
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Interviewed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____ Time _____ Interviewed by: _____ Authorized signature _____	____FRU check ____NHpapers ____Ref check ____Payroll ____Ins Effective _____ ____Sic/Vac _____ ____NHR _____	Accepted for Employment? Yes No	
		START DATE	CLASSIFICATION
		POSITION	RATE