



We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans Disabilities Act, applicants may request accommodations needed to participate in the application process.

EMPLOYMENT APPLICATION

INSTRUCTIONS: Please complete entire application. Do not fill using "See Resume" Use Ink & Print.

Personal Information:	
Last Name:	First Name, MI:
Social Security #:	18 years of age or older?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Address:	
City:	State, Zip:
Prior Address:	
City:	State, Zip:
Home Phone:	E-Mail Address:
Referred by:	Today's Date
Have you ever been convicted of or pled guilty to any type of crime or offense other than minor traffic violations? A conviction record will not necessarily be a bar to employment, as various factors will be taken into consideration.	
<input type="checkbox"/> Yes <input type="checkbox"/> No If "YES" Complete the following	
Date	Place
Court	Type of Offense
Employment Desired:	
Position:	Have you applied here before?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date:	Salary Desired:
Currently Employed?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Can we contact your current employer?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Education:	
High School (Name and Location):	
Last Year Completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Graduated?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied and Degree(s):	
College (Name and Location):	
Last Year Completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Graduated?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied and Degree(s):	
Technical or Vocational School (Name and Location):	
Last Year Completed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	Graduated?: <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied and Degree(s):	
General:	
Job Related Skills (typing, certification, etc):	
What type of computer software/programs have you worked with?	
How many years of bank / credit union teller experience do you have?	
How many years of heavy cashing do you have?	
Do you know how to use a 10 Key calculator by sight? _____ By touch? _____	

Current Employer:

Start Date:	End Date:
Position:	Ending Salary:
Reason for leaving:	
Name of Employer:	
Address :	
City:	State, Zip:
Supervisor Name and Title:	Phone:
Duties and Responsibilities:	

Former Employers:

Start Date:	End Date:
Position:	Ending Salary:
Reason for leaving:	
Name of Employer:	
Address:	
City:	State, Zip:
Supervisor Name and Title:	Phone:
Duties and Responsibilities:	

Start Date:	End Date:
Position:	Ending Salary:
Reason for leaving:	
Name of Employer:	
Address :	
City:	State, Zip:
Supervisor Name and Title:	Phone:
Duties and Responsibilities:	

Business References:

Name:	Phone Number:
Position:	Years Acquainted:
Address:	
City:	State, Zip:
Name:	Phone Number:
Position:	Years Acquainted:
Address:	
City:	State, Zip:
Name:	Phone Number:
Position:	Years Acquainted:
Address:	
City:	State, Zip:

Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment Dates:	Branch:
Do you know or have you ever had relatives working here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name :	Relationship:
Do you know anyone who works here? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name:	Relationship:
What prompted you to apply? (Check One) <input type="checkbox"/> Walk In <input type="checkbox"/> Newspaper <input type="checkbox"/> Referred	
<input type="checkbox"/> Website _____ <input type="checkbox"/> Other _____	

DISCLOSURE TO EMPLOYMENT APPLICANT

If you are hired, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION:

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the employer.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the financial institution. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the financial institution unless made in writing.

If I am offered employment I agree to submit to a drug test, if required, before starting work. If employed, I also agree to submit to a drug test at any time deemed appropriate by the financial institution and as permitted by law. I consent to such tests, and I request that the examining doctor disclose to the financial institution the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, may be contingent upon satisfactory drug test, and if I am hired a condition of my employment will be that I abide by the financial institution's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the financial institution to hire. If hired, I agree to abide by all financial institution work rules, policies and procedures. The financial institution retains the right to revise its policies or procedures, in whole or in part, at any time.

In connection with your application for employment, and any time during your employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. This consumer report will be prepared by Experian, 701 Experian Parkway, P.O. Box 2002 Allen, TX 75013, 1-888-397-3742. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics and mode of living. This information may be obtained by contacting your former employers or references supplied by you. You have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within five (5) business days of the date on which we receive the request from you or within five (5) business days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name: (please print)	Date:
Signature:	Date: