

(An Equal Opportunity Employer)

## APPLICATION FOR EMPLOYMENT

### PERSONAL

Date \_\_\_\_\_

S.S. No. \_\_\_\_\_

\_\_\_\_\_  
Name Last First MI

How long in \_\_\_\_\_

Present Address:

Are you over 18 yrs of age? \_\_\_\_\_

\_\_\_\_\_  
Number Street City State Zip Telephone Number

Previous Address:

\_\_\_\_\_  
Number Street City State Zip

U.S. Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If you are not a U.S. citizen, do you have the legal right to remain permanently in the U.S.? \_\_\_\_\_

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### EMPLOYMENT STATUS

Position desired \_\_\_\_\_ Salary Desired \$ \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time; Date hired \_\_\_\_\_

Present Salary \$ \_\_\_\_\_ May we contact your present employer \_\_\_\_\_

\_\_\_\_\_  
Name, address, and phone number of employer

Present Position \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

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# EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

# WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
Address			
Telephone Number(s)	<b>Hourly Rate/Salary</b>		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments:** Include explanation of any gaps in employment.


## REFERENCES

Name (1)	Street	City
Profession	State	Zip
Years Acquainted	Telephone —	
Name (2)	Street	City
Profession	State	Zip
Years Acquainted	Telephone —	
Name (3)	Street	City
Profession	State	Zip
Years Acquainted	Telephone —	

## MISCELLANEOUS

Have you ever been bonded? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been refused bond? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state reason and date \_\_\_\_\_

To your knowledge, is there any reason you would not be bondable? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

Activities (Civic, Athletic, Fraternal, etc.) Exclude organizations in which the name or character indicates the race, creed, color, or national origin of its members. \_\_\_\_\_

Who referred you to this bank? \_\_\_\_\_

Do you know anyone in this bank? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, who? \_\_\_\_\_

Are you related to anyone in this bank? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, to whom and what is the relationship? \_\_\_\_\_

(Completed by the personnel department after employment)

Person to notify in case of emergency:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

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

## ACKNOWLEDGMENT

PLEASE READ BEFORE SIGNING.

IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM OF THE INTERVIEWER BEFORE SIGNING.

In the event of my employment by First Central Bank, I will comply with the rules and regulations set forth in the bank's employee manual and with any other communications transmitted to all employees.

As it processes this application, I understand that the bank will be requesting a credit bureau report that will detail my credit/financial background. I also understand that the bank has the right to investigate the truthfulness of this job application and I hereby consent to this truthfulness investigation. Specifically, I authorize schools and references to release any information they have in their files regarding my background. I understand that as a result of the bank's investigation, an internal bank report will be prepared that includes information as to my character and general reputation. I understand that this report will be kept confidential and will be used by responsible bank personnel to make decisions regarding my employment and that it will be used for no other purpose. I also understand that to protect the confidential nature of two-way-investigation discussions I will not have the right to read this report, but if I so request (within a reasonable time after completing this application), the bank's HR manager will give me a truthful and candid briefing regarding its contents, masking only the names of the individuals talked to during the investigation.

I hereby grant the bank permission to call all references and institutions named on this application, and I authorize them to fully cooperate with the bank. By signing this form, I request that these individuals and institutions give the bank truthful information about my background and I promise that I will take no action against them regarding any matters they discuss with the bank.

I understand that this application becomes the property of the bank, will not be returned to me, and that it will remain active for at least 30 days. If employed, I will be an "at-will" employee, meaning that I can terminate the employment at anytime I wish and the bank can terminate my employment at anytime also.

I hereby acknowledge that I have read the above statement; that I understand it, and I certify that the information contained in this application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application might cause application rejection, or could result in the termination of my employment if falsehoods come to be known after my employment begins.

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Signature of Applicant

Date

**Fair Credit Reporting Act  
Consumer Report Disclosure Form**

As required by the Fair Credit Reporting Act, this is to advise you that, in connection with your application for employment with First Central Bank, a consumer report, regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, may be obtained with respect to you for employment purposes from a consumer reporting agency.

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I hereby authorize First Central Bank to obtain and use a consumer report with respect to me for employment purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date