

# The First National Bank of Proctor

## Employment Application

The First National Bank of Proctor is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment ancestry, marital status, sexual orientation or the presence of any non-job-related medical conditions or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal references, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

POSITION APPLIED FOR: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

### PERSONAL DATA

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone:

(      )

Evening Phone

(      )

E-mail:

### GENERAL INFORMATION

1. Have you ever applied for a job with this company in the past? If yes, please give the date of application  Yes  No  
And the position for which you applied. State your name at that time, if different from present name.
  
2. Have you ever been employed by the financial industry in the past? If yes, please give dates of employment,  Yes  No  
Position held, and state your name while employed if different from your present name.
  
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which  Yes  No  
you are applying? (See attached job description) If no, please explain:
  
4. Do you have any commitments to another employer that might affect your availability for employment  Yes  No  
With our company? If yes, please explain:
  
5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work?  Yes  No  
If no, please explain:
  
6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the  Yes  No  
Documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal Requirements.) If no, please explain:

7. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Does not automatically disqualify you from employment since the nature of the offense, date and type  
 Of job for which you are applying will be considered. If yes, please explain:
8. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet \_\_\_\_\_ Yes \_\_\_\_\_ No  
 resulted in a plea of guilty, court trial, or dropping of the charge?) Note: A yes answer will not automatically  
 disqualify you from employment. If yes, please explain:

**DO NOT ANSWER QUESTIONS 10 OR 11 IF A JOB DESCRIPTION IS NOT ATTACHED**

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? \_\_\_\_\_ Yes \_\_\_\_\_ No
11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

**EDUCATIONAL DATA**

Schools Attended	Name of School and Location	Did you graduate? Yes    No	Degree/Diploma/ Certificate?	Major Course of Study
High School	Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12			
Technical Vocational Business or Military Training				
College or University				
Graduate School				
Professional Seminars				

**Additional Job-Related seminars, short courses, workshops, or other educational experiences:**

**Job-Related certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other  
 Job-Related special skills and abilities:**

**EMPLOYMENT HISTORY**

## PRESENT AND FORMER EMPLOYERS

List Present or Most Recent Employer First-Please complete even if a resume is attached.

Attach additional sheet if necessary.

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name	Dates of Employment From _____ To _____
Address	Supervisor (and phone number if known)
City, State, Zip	Your name when employed if different from present
Job Title and Duties	Reason for Leaving
Final Salary \$ _____ per _____	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

**REFERENCES-LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS**

NAME	ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	OCCUPATION

**OTHER JOB-RELATED EXPERIENCE.** Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

**IMPORTANT**

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in the employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by the First National Bank if discovered at a later date. I agree to immediately notify the First National Bank if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employers(s), government or investigative agencies, and other organizations that may be named in this applications form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the First National Bank in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand that, If hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with the First National Bank.

\_\_\_\_\_ I understand that if employed and my employment is terminated by the First National Bank for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President of the First National Bank is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed:

Date

**Authorization to Use Credit Report for Employment Purposes**  
**To be signed during Personal Interview as a Condition of Employment**

I hereby give the First National Bank the right to make a thorough investigation of my past employment, education, and activities and I release from all liability all persons, companies, schools, and corporations supplying such information.

I agree that the First National Bank may obtain a consumer report or other information regarding me.

I further understand that if I am hired at the First National Bank at any time during my employment, the First National Bank may investigate my credit file for purposes of promoting, reassigning, or retaining me as an employee.

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Print Applicants Full Name

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Social Security Number

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Current Address

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Home Telephone Number

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Applicant Signature

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Date

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