



Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, veteran status, or handicap not related to employment.

PLEASE PRINT

Date _____ Social Security Number _____

Name _____ Home Telephone (____) _____
Last First Middle Bus. Telephone (____) _____

Address _____ Are you over the age of 18? Yes No
Street/Box Number

City _____ State _____ Zip _____

Previous Address _____

Have you ever worked under any other name? Yes No

If yes, please state name _____

Position for which you are applying _____

Full Time Part Time Temporary Summer

If part time, please indicate days and hours available _____

Minimum salary required _____ When could you start work? _____

Have you applied for employment with us before? Yes No

If yes, when _____

Do you have any relatives, either by birth or marriage, employed by our bank? Yes No

If yes, please give names _____

Are you eligible to work in the United States? Yes No

If you are not a citizen, please state type and number of visa which verifies your legal right to work.

Have you ever been convicted of a felony or of any criminal offense involving dishonesty, breach of trust, or money laundering, which has not been expunged from the record? Yes No

Have you ever entered a pre-trial diversion program in connection with the prosecution of any of these offenses? Yes No

If yes, please give dates and explain. _____

Employment History

Beginning with your present or last position, please list your last three jobs. Include a summary of major duties, especially those that might apply to a job with our bank. If you wish to list more than three jobs, attach a continuation sheet. If you have a resume, please attach it to the application.

Employer Name _____ Employed from _____ to _____

Address _____ Telephone (_____) _____

_____ Starting Salary _____

Name of Supervisor _____ Final Salary _____

Your title and major duties _____

Why did you leave? _____

May we contact employer now? Yes No

Employer Name _____ Employed from _____ to _____

Address _____ Telephone (_____) _____

_____ Starting Salary _____

Name of Supervisor _____ Final Salary _____

Your title and major duties _____

Why did you leave? _____

May we contact employer now? Yes No

Employer Name _____ Employed from _____ to _____

Address _____ Telephone (_____) _____

_____ Starting Salary _____

Name of Supervisor _____ Final Salary _____

Your title and major duties _____

Why did you leave? _____

May we contact employer now? Yes No

Have you ever been discharged or forced to resign? Yes No

If yes, please give reason _____

If presently employed, why do you wish to change your position? _____

Educational Background

Graduate

Name and Location of High School _____ Yes No

Name and Location of College _____ Yes No

Major _____ Grade Average _____ No. of Credits _____

Name of Business or Trade School _____

Course of Study _____

Are you planning to pursue further studies? Yes No
If yes, when, where, and what courses? _____

Do you have any special training, certifications, or skills? Please list typing speed, business machines you can operate, and computer software with which you have worked.

Describe other interests and aptitudes that would be relevant to a position at our bank. You might want to include licenses, memberships in organizations and professional societies, civic activities, and hobbies. (Please exclude groups which indicate race, color, religion, age, sex, or national origin.)

Please Read Carefully Before Signing

I authorize all educational institutions, present and former employers and law enforcement agencies to supply any information concerning my qualifications and past employment to National Bank. I release them and the bank from all related liability.

All of the statements contained in this application are true and complete, and I realize that misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the bank's service if I have already been employed.

If I am offered employment, I understand that additional personal data will be required for determination of benefit eligibility and statistical purposes.

Although this application will be given every consideration, its receipt does not imply that an applicant will be employed by the bank.

I HAVE READ AND UNDERSTOOD ALL OF THE ABOVE.

Signature _____ Date _____



Employee Data Record

Applicants and Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap/disability, or any other legally protected status. We comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with governmental record keeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. YOUR COOPERATION IS VOLUNTARY.

PLEASE PRINT

Date _____

Name _____
Last First Middle

Position _____

Work Location / Branch: _____

CONFIDENTIAL INFORMATION **VOLUNTARY SURVEY**

Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this form is completely voluntary. Any information gathered is strictly confidential and will not subject you to coercion or intimidation relating to your status. Failure to provide this information will not adversely affect your application. Thank you for your cooperation.

Check One:

- Male Female

Check one of the following Race/Ethnic Groups:

- White Black or African American Hispanic or Latino
 Asian Two or more Races
 Native American Indian/Alaskan Native Native Hawaiian or Other Pacific Islander

If Native American Indian, check if any of the following are applicable:

- Formal member of a particular tribe
 Have a membership card issued by the tribe
 Have a Certificate of Degree of Indian Blood issued by the Bureau of Indian Affairs
 Are considered an American Indian in your community
 Used American Indian School or hospital

Referral Source Check One:

- Walk-in Employee Referral
 Letter of Inquiry Resume College Recruiting
 Private Employment Agency Internet
 State Employment Commission Newspaper Advertising
 Community Action Organization Other (Please specify)

Signature of Applicant _____

[See definitions on next page]

Definitions

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guan, Samoa, or other Pacific Island.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.



Fair Credit Reporting Act Notice and Consent

National Bank routinely obtains consumer credit reports for employment-related purposes. The Fair Credit Reporting Act states that we must disclose this fact to you. The Act also requires that we ⁽¹⁾obtain your written consent before we request your credit report; ⁽²⁾provide you with a copy of the credit report before we take any action which is adverse to your interests, such as failing to offer you employment because of information found in your credit report; ⁽³⁾provide you with a copy of your rights under the Fair Credit Reporting Act if adverse action is taken.

I understand that National Bank may obtain my consumer credit report for employment-related purposes. My signature indicates that I consent.

Date _____ Signature of Applicant _____