

APPLICATION FOR EMPLOYMENT COMMERCIAL BANK

We Consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied for		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative			
<input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address		City	State Zip
Telephone Number(s)		Social Security Number	

If you are under 18 years of age, can you provide required
Proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No
If Yes, give date _____

Have you ever been employed with us before? ☐ Yes ☐ No
If Yes, give date _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this
Country because of Visa or Immigration Status? ☐ Yes ☐ No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No
Conviction will not necessarily disqualify an applicant from employment.

If Yes, Please Explain: _____

EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				
List Professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status;				

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1.
2.
3.

Have you ever had any job-related training in the United States Military? ☐ Yes ☐ No

If yes, please describe _____

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? _____

EMPLOYMENT EXPERIENCE

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

Employer	<u>Dates Employed</u> From To	Work Performed
Address	<u>Hourly Rate/Salary</u> Starting Final	
Telephone Number(s)		
Job Title/Supervisor		
Reason for Leaving		

Employer	<u>Dates Employed</u> From To	Work Performed
Address	<u>Hourly Rate/Salary</u> Starting Final	
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Telephone Number(s)		
Job Title/Supervisor		
Reason for Leaving		

PLEASE READ THIS BEFORE SIGNING. If you have any questions regarding this statement, please ask them of an employment interviewer before signing.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Unless the applicant's background is acceptable to a surety company, the Bank will be unable to offer employment.

Your application is good for only ninety (90) days. If you have not been offered employment by the Bank during that time and wish to continue to receive consideration, it will be necessary for you to renew this application in person or complete a new application.

In the event of my employment to a position in the Bank, I will comply with all rules and regulations as set forth in the Bank's Policy Manual or other communications distributed to all employees.

Employment with Commercial Bank is on an at-will basis. This means that if employed, you may terminate your employment at any time for any reason and without notice being required. Likewise, the Bank can terminate your employment at any time, with or without cause, and without notice. No representative of the Bank, other than the Chief Executive Officer, has the authority to enter into any agreement status, unless such agreement is approved by the Board of Directors. Any agreement made by the Chief Executive Officer of the Board of Directors must be in writing.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

Applicant's Name

Investigative Report Consent Form

You are hereby authorized to make any investigation of my personal history and financial credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of any such investigative report that is made.

Applicant's Signature

Date