

# EMPLOYMENT APPLICATION



Bank & Trust Company is an equal opportunity employer, and does not discriminate against applicants or employees on the basis of sex, race, color, religion, national origin, ancestry, or age (40 years of age and over). In addition, Bank & Trust Company does not discriminate against qualified individuals with disabilities.

*Please print your answers!*

## PERSONAL INFORMATION

1. Name \_\_\_\_\_ Social Security # \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone # \_\_\_\_\_ Cell # \_\_\_\_\_
4. Position(s) applied for \_\_\_\_\_
5. Date available to start \_\_\_\_\_
6. Are you at least 18 years of age? \_\_\_\_\_
7. Have you ever been convicted of a violation of the law other than a minor traffic violation? \_\_\_\_\_  
If yes, please explain. \_\_\_\_\_
8. Have you applied to work with us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

*If hired, proof of your identity and employment eligibility in the United States must be established by appropriate documentation at the time you begin work at Bank & Trust Company.*

9. Are you willing to work an irregular schedule, overtime, on different shifts, and on weekends when necessary? \_\_\_\_\_ If no, please explain. \_\_\_\_\_
10. Do you have access to adequate transportation to travel to and from work? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

## EDUCATION

<i>Name &amp; Address</i>	<i># of Years Completed</i>	<i>Year of Graduation</i>	<i>Major</i>
High School _____	_____	_____	_____
College _____	_____	_____	_____
Other (specify) _____	_____	_____	_____

## EMPLOYMENT HISTORY *(most recent employment first)*

<i>Dates</i>	<i>Employer's Name &amp; Address</i>	<i>Position(s) Held</i>	<i>Reason for Leaving</i>
1. _____ to _____	_____	_____	_____
Your Duties: _____			
2. _____ to _____	_____	_____	_____
Your Duties: _____			
3. _____ to _____	_____	_____	_____
Your Duties: _____			

**EMPLOYMENT HISTORY** (cont.)

<i>Dates</i>	<i>Employer's Name &amp; Address</i>	<i>Position(s) Held</i>	<i>Reason for Leaving</i>
4. _____ to _____	_____	_____	_____
Your Duties: _____			

5. _____ to _____	_____	_____	_____
Your Duties: _____			

**U.S. MILITARY SERVICE**

Branch \_\_\_\_\_

Highest Rank Achieved \_\_\_\_\_ Dates of Service \_\_\_\_\_ to \_\_\_\_\_

Duties \_\_\_\_\_

**IN CASE OF EMERGENCY, NOTIFY:**

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

**OTHER EXPERIENCE/QUALIFICATIONS** (space can be used to elaborate on duties associated with positions listed above)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Relationship \_\_\_\_\_

**CERTIFICATION AND AUTHORIZATION** (please read thoughtfully)

I certify that all facts contained in the application are true and complete and acknowledge that Bank & Trust Company is relying on the accuracy of the information provided. I authorize to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions, and credit agencies to release information concerning me to Bank & Trust Company. I authorize Bank & Trust Company to give references and provide information about me in response to inquiries subsequent to my employment if hired. I understand that falsification, misrepresentation, or omission of requested facts may result in denial of employment, or, if employed, may result in immediate dismissal. I understand and agree that, if hired, my employment will be for no definite period and may, regardless of the date of payment of wages, be terminated at any time without previous notice and with or without reason, at the will of either myself or Bank & Trust Company. I also understand and agree that no one has authority to promise me job security or continued employment, except the CEO of the Company in a formal written agreement signed by both of us.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*