

APPLICATION FOR EMPLOYMENT

First National Bank is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, veteran status, physical or mental handicap.

Date _____ Social Security Number _____

Name _____ Home Phone Number _____
Last First Middle

Present Home Address _____
No. and Street City, State Zip Code

Previous Home Address _____
No. and Street City, State Zip Code

Position Desired (be specific) _____ Salary Desired _____

Full Time Part-Time or Temporary Specific Days and Hours _____

Are you a U.S. Citizen? Yes No

If offered employment, can you submit legal verification of your right to work in the U.S.? Yes No

Who referred you to First National Bank? _____

Were you ever employed by First National Bank? Yes No When? _____ What Position? _____

Are you related to any Bank Employee? Yes No Name and Relationship _____

Have you ever been bonded? Yes No If so, where? _____

*Have you ever been convicted of a felony or misdemeanor? Yes No If yes, describe _____

Have you used another name, other than the name you are now using, while attending school or previous employment?
 Yes No If so, list names and dates used _____

Are you over 18 years of age? Yes No

EDUCATION						
Name	City	State	Major Course or Subject	Number of Yrs. Completed	Year Completed	Degree
High School						
Business School						
College						
Graduate Work						

While in school, did you participate in any activities, or belong to any clubs which have a direct bearing upon the job for which you are applying? _____

Existence of a criminal record does not constitute an automatic bar to employment.
Current bank policy requires new employees to be fingerprinted.

EMPLOYMENT EXPERIENCE*(Please include all Permanent, Part -Time or Temporary positions held)*

Name of Present or Last Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date ____/____/____ Ending Date ____/____/____ Final Rate of Pay _____ Monthly
Annual

Position held _____ Reason for leaving _____

Nature of work done _____

If still employed, may we contact for reference? Yes No Later

Why do you wish to leave your present employer? _____

Name of Previous Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date ____/____/____ Ending Date ____/____/____ Final Rate of Pay _____ Monthly
Annual

Position held _____ Reason for leaving _____

Nature of work done _____

Name of Previous Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date ____/____/____ Ending Date ____/____/____ Final Rate of Pay _____

Position held _____ Reason for leaving _____ Monthly
Annual

Nature of work done _____

Name of Previous Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date ____/____/____ Ending Date ____/____/____ Final Rate of Pay _____ Monthly
Annual

Position held _____ Reason for leaving _____

Nature of work done _____

Name of Previous Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date ____/____/____ Ending Date ____/____/____ Final Rate of Pay _____ Monthly
Annual

Position held _____ Reason for leaving _____

Nature of work done _____

Use this section to explain any gaps in your employment:

From ____/____/____ To ____/____/____, What were you doing: _____

From ____/____/____ To ____/____/____, What were you doing: _____

From ____/____/____ To ____/____/____, What were you doing: _____

Summarize briefly other experience or qualifications and list any other companies for whom you have worked: _____

SKILL: (Please describe)

- | | | |
|---|---|---|
| <input type="checkbox"/> Typing | Speed _____ | <input type="checkbox"/> Mainframe Computer Type _____ |
| <input type="checkbox"/> Shorthand | Speed _____ | _____ |
| <input type="checkbox"/> Calculator/Ten Key | <input type="checkbox"/> Touch <input type="checkbox"/> Sight | <input type="checkbox"/> Programming Languages _____ |
| <input type="checkbox"/> Dictation Equipment | _____ | _____ |
| <input type="checkbox"/> Word Processing Software | _____ | List other machines/equipment worked with (CRT, teller, proof, etc.): _____ |
| <input type="checkbox"/> Personal Computer Software | _____ | _____ |
| <input type="checkbox"/> Personal Computer Hardware | _____ | _____ |

List professional, technical, honorary, social or community organizations to which you belong (*omit organizations which may reflect race, national origin or religious preference*): _____

MILITARY SERVICE

Have you served in the U.S. Armed Forces? Yes No If yes, in what Branch? _____

From ____/____/____ To ____/____/____ Type of Discharge _____

**Include form DD214 with application*

PERSONAL REFERENCES

Give the names of two or more persons who would be willing to answer a reference inquiry from our Bank on your behalf. Exclude former supervisors and relatives.

NAME	ADDRESS	OCCUPATION	TELEPHONE NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If offered employment, how soon can you report to work? _____

I hereby certify that the foregoing statements are true and correct. I authorize the First National Bank to investigate my entire work history and verify all data given in the foregoing application and in any resume submitted by me. I understand that any false statements or material omissions will be grounds for denying my application, or for discharging me if discovered subsequent to my employment.

I hereby authorize the First National Bank to conduct an investigative consumer report on me, as defined in Public Law 91-508, and I understand that if any inquiry is made, more information as to its nature and scope will be supplied upon written request.

I authorize the giving of any information requested by the First National Bank conjunction with its investigation of my application, and I release from liability any person who provides information about me to the Bank.

I understand and agree that if employed, my employment will be on an "at-will" basis; this means that either the employee or the bank may terminate the employment relationship at any time for any reason not prohibited by law. I also understand that no one has the authority to modify the foregoing policy verbally.

If hired, I agree to abide by the rules of the First National Bank and any revisions of these rules which may be made from time to time. I understand that no manager or supervisor has the power to enter into a contract of employment with me, whether express or implied.

I agree to submit to a medical or psychological examination as a condition of employment or continued employment whenever requested by the Bank. I also agree to submit to a urinalysis, blood, or other test to determine the presence of alcohol or controlled substances as a condition of employment or continued employment.

I agree to submit disputes concerning my employment to final and binding arbitration pursuant to the Bank's Employment Dispute Resolution Program.

SIGNATURE OF APPLICANT

DATE

Please be aware that by signing this employment application **you are authorizing First National Bank to conduct a consumer credit report.** This authorization is on page four of the application in the second paragraph.

If you are not offered employment because of information obtained on the report you will be advised of such and will be told how you can obtain a copy of the report.

If you have **any** questions regarding this, please ask the employment interviewer.

SIGNATURE OF APPLICANT

DATE

**FIRST NATIONAL BANK
AUTHORIZATION TO RELEASE INFORMATION**

The undersigned does hereby authorize First National Bank Group, Inc. to investigate my background to determine my suitability for employment with First National Bank. I hereby authorize all employers, educational institutions, credit bureaus, law enforcement agencies and motor vehicle bureaus to release to First National Bank any and all information pertaining to me including, but not limited to, the following:

- (1) **Educational Institutions.** Records showing dates attended, courses taken, grades received, degrees and/or certificates awarded and disciplinary records.
- (2) **Law Enforcement Agencies, Motor Vehicle Bureaus and Courts of Law.** Records of all criminal charges and convictions, including dates of convictions and sentences imposed.
- (3) **Credit Bureaus.** Credit Reports, including information from financial institutions.
- (4) **Employers.** Information concerning my dates of employment, positions held, compensation, work habits and skills, disciplinary actions and reasons for leaving.
- (5) **Military History-** Information concerning Type of discharge (Honorable, Dishonorable, Medical or other), dates of active duty, Last Rank and copy of DD 214.

RELEASE AND HOLD HARMLESS

I hereby release and hold harmless all persons who supply information to First National Bank pursuant to this authorization. A photocopy of this Authorization and Release Information will be as valid as an original thereof.

First Name (printed)

Middle Name (printed)

Last Name (printed)

SSN

Date of Birth

Driver's License No. State

Former Name/Maiden Name

_____/____/____ to ____/____/____
Dates Former Name Used

Gender

Current Address

City, State, Zip

How long at this address

Previous Address

City, State, Zip

SIGNATURE OF APPLICANT

DATE