Application for Employment

First National Bank is an Equal Opportunity/Affirmative Action employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation. First National Bank is a drug-free workplace.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing information will not be considered for any position.

Date:	Name (Last, First, Middle):		*FOR OFFICE USE ONLY* *Position:* *Rate:* *Date:*
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone:	Work Phone:	Other Phone:

Are you eligible to work in the United States?	☐Yes ☐No	If hired, you are required to submit proof of your eligibility to work in the United States.
Are you 18 years of age or older?	☐ Yes ☐ No	If no, hire is subject to verification that you are of minimum legal age.
Have you ever been employed by us?	☐ Yes ☐No	If YES, dates of employment & reason for leaving:
Date Available to work:	☐Full-Time ☐Part-Time	Position(s) applying for:

How did you learn about this employment opportunity at First National Bank? Check all that apply:
☐ Ad in *newspaper* ☐ Job Bulletin (Posting) /Walk-in ☐Dept. of Labor ☐Website
☐ Referral by employee ☐Other:

SKILLS: Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

WORK EXPERIENCE-Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

PLEASE NOTE: First National Bank reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From: To	☐Full time ☐ Part-time	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	☐Full time ☐ Part-time	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
Dates Employed (most recent position) From: To	☐Full time ☐ Part-time	Title:
Starting Salary: Final Salary:	Organization Name and Address:	
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: ☐ At any time ☐ Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	Course of Study	Degree received	Major
High School:		☐Yes ☐ No				
GED:		☐Yes ☐ No				
Other School:		☐Yes ☐ No				
College:		☐Yes ☐ No				
College:		☐Yes ☐ No				
College:		☐Yes ☐ No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

PERSONAL REFERENCES (Not former employers or Relatives)

Name and Occupation	Address	Phone Number

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.
I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize First National Bank to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that employees of First National Bank serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations.

Applicant Signature: _____ Date: _____

APPLICANT – Do not write on this page

FOR INTERVIEWER'S USE ONLY

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	RAW SCORE/RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

POSITION	RESULTS OF REFERENCE CHECK	COMMENTS