

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):		<i>FOR OFFICE USE ONLY</i>	
Street Address:		City, State & Zip:		<i>Position:</i>
				<i>Rate:</i>
				<i>Date:</i>
Social Security Number:	Home Phone:	Work Phone:	Other Phone:	
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, hire is subject to verification that you are of minimum legal age.		
Have you ever been employed by us?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, dates of employment & reason for leaving:		
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.		
Date Available to work:	<input type="checkbox"/> Full-Time	Position(s) applying for:		
	<input type="checkbox"/> Part-Time			

How did you learn about this employment opportunity at First National Bank? Check all that apply: <input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> Job Bulletin (Posting) /Walk-in <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Website <input type="checkbox"/> Referral by employee <input type="checkbox"/> 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: _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____		Reason for Leaving: _____
Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties: _____		Reason for Leaving: _____
Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> 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:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> 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

Applicant EEO/Affirmative Action Background Form

It is the policy of First Alamogordo Bancorp/First National Bank to provide equal employment opportunity to all qualified applicants for employment without regard to personal characteristics, including race, color, religion, national origin, sex, genetic information or family medical history, sexual orientation, age, veteran status, or disability. Various agencies of the government require employers to invite applicants to identify themselves. That is the only goal of this form.

Completing this form is voluntary and in no way affects the decision regarding your application for employment. This form is confidential and we will maintain it separately from your application form.

Name: Last: _____ First: _____ MI: _____ Date: _____

Position applied for (list only one):

Race/ethnic origin:

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

Sex:

- Male
- Female

Are you a Vietnam Era Veteran?

You qualify if you are a person who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released therefrom with other than a dishonorable discharge or (2) was discharged or released from active duty for a service-connected disability if any or part of such active duty was performed between August 5, 1964 and May 7, 1975 and was released or discharged within 48 months of application for employment with a covered employer.

- Yes
- No

Are you a disabled veteran?

You qualify if you are (1) entitled to disability compensation under the laws administered by the Veterans Administration for a disability rated at thirty (30) percent or more or (2) whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. A qualified disabled veteran means a disabled veteran as defined above who is capable of performing a particular job with reasonable accommodation to his/her disability.

- Yes
- No

Do you have a mental or physical disability?

You qualify if you are a person who has a mental or physical impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment.

- Yes
- No