

# 1st National Bank

**Employment Application Directions:** Please complete at a Banking Center, for either a CSR/Teller position or an open position as published. (e.g. newspaper ad, school posting). Print in ink, answer all questions, making those which are not applicable as "NA", and carefully read the agreement at the end of the application and affix your signature.

## PERSONAL INFORMATION

(Print)	Last Name	First Name	Middle Initial	Today's Date
Present Address			Telephone Number	
Previous Address				

Are you at least 18 years of age? \_\_\_\_ yes \_\_\_\_ no List any relative employed by our bank: \_\_\_\_\_  
If you previously applied for employment with us please state when \_\_\_\_\_  
Are you a Veteran of the Armed Services? \_\_\_\_\_ If yes, what branch and years did you serve? \_\_\_\_\_  
Were you discharged from the military (honorable/dishonorable)? \_\_\_\_\_  
At what number can you be reached at between 8:00 a.m. and 5:00 p.m.? \_\_\_\_\_

## POSITION INFORMATION

Preferred Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Seasonal \_\_\_\_\_  
Position Applied for: Client Representative/Teller \_\_\_\_\_ Other (List ) \_\_\_\_\_  
How were you referred to us? Newspaper Advertisement \_\_\_\_\_  
Bank Associate (name) \_\_\_\_\_ Other (explain) \_\_\_\_\_  
What are your salary requirements? \_\_\_\_\_ Date Available for employment \_\_\_\_\_

## SCHEDULE / LOCATION INFORMATION

Banking Center Type	Hours Open	Locations
Traditional	Monday-Thursday	Lebanon Fields Ertel Maineville Morrow
	9:00 a.m. - 5:00 p.m.	Middletown Mason West Chester
	Friday 9:00 a.m. to 6:00 p.m.	
	Saturday 9:00 a.m. - 1:00 p.m.	
In-Store	Monday - Friday 10:00 a.m. to 7:00 p.m.	Highlands Wal Mart
	Saturday 10:00 a.m. - 5:00 p.m.	Lebanon Wal Mart
	Sunday 11:00 a.m. - 5:00 p.m.	East Gate Wal Mart

## AVAILABILITY

Please indicate the hours that you are **not** available to work: *(times not listed will be considered available for work)*


## EDUCATIONAL BACKGROUND

Type of School	Name/Location of School	Date Attended from to	Major Area of Study	Degree Obtained	Date of Degree
High School					
Business / Technical School					
College					
Other					
Other					
List Extracurricular Activities in High School					

If you did not graduate, why did you leave High School or College? \_\_\_\_\_

Are you planning to pursue further studies? Yes \_\_\_\_\_ No \_\_\_\_\_ Day School \_\_\_\_\_ Night School \_\_\_\_\_

If so, when \_\_\_\_\_ Where \_\_\_\_\_ What Courses \_\_\_\_\_

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## SKILL BACKGROUND

[ ] Cash Handling \_\_\_\_\_

[ ] Cash Drawer Balancing \_\_\_\_\_

[ ] Personal Computer (hardware/software) \_\_\_\_\_

[ ] Customer Service \_\_\_\_\_

[ ] Cross Sales of Products/ Services \_\_\_\_\_

[ ] Quality Improvements/ Self-Directed Teams \_\_\_\_\_

[ ] Commission Sales \_\_\_\_\_

[ ] Other (explain) \_\_\_\_\_

**EMPLOYMENT INFORMATION**

<b>DATA</b>	<b>PRESENT OR LAST EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>	<b>PREVIOUS EMPLOYER</b>
<b>Company Name</b>			
<b>Company Address</b>			
<b>Supervisor &amp; Title</b>			
<b>Phone #</b>			
<b>Employment Period</b>			
<b>Reason for Leaving</b>			
<b>Last Position</b>			
<b>Length of Time in Position</b>			
<b>Explain this Job's Function</b>			
<b>List your top 5 Responsibilities</b>			
<b>Other positions held at company, &amp; length of time in each Position</b>			
<b>List any leadership, team, or community activities in which you participated</b>			
<b>Have you had other employment than indicated above? (If so, please list)</b>			

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Use this space to list reasons and length of inactivity between employment dates:

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Have you ever been discharged or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, describe reason)

USE THE SPACE BELOW TO DESCRIBE THE SKILLS AND PERSONAL ATTRIBUTES THAT YOU FEEL QUALIFY YOU FOR THE POSITION FOR WHICH YOU ARE APPLYING. PLEASE TELL WHY YOU ARE INTERESTED IN BEING EMPLOYED WITH US.

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I certify that the information that I have provided to the foregoing questions is true and correct and that no attempt has been made to conceal pertinent information. I authorize my former employers, schools, and personal references to provide any information they may have regarding me. I hereby release them and their company from all liability for divulging same. I authorize any investigation of the above information for purposes of verification. I agree that if any information is given by me in this application is found to be false or misleading, I will be rejected or subject to dismissal at any time during the period of my employment, and I agree to hold 1st National Bank and persons named herein blameless on this count.

In processing the application, the employer may request that an investigative consumer report be printed. I understand that I have a right to request that the employer completely and accurately disclose to me the nature, scope and name of agency providing information and that such a request must be made in writing to Human Resources within a reasonable time after I complete this application. Further, I understand that my credit record and/or my criminal record may be reviewed from time to time. My employer may, regardless of date of payment of my salary or wages, be terminated at any time by me or at the discretion of the employer, in which event, the obligations of the employer shall end with the payment of salary of wages through the last day of employment. I certify that I have read and understand these conditions of employment and agree to abide by these conditions.

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Date \_\_\_\_\_

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

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*For Bank Use Only*

Employment Date \_\_\_\_\_

Dept/Supervisor \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

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1st National Bank is an equal opportunity employer that does not discriminate in hiring or employment on the basis of race, religion, color, sex, age, national origin, Vietnam veteran, or handicap. No question on his application will be used for such discrimination. To comply with the Immigration Contract Act of 1986, proof of citizenship or immigration status will be required if hired