

# 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			Social Security Number	

Are you a US Citizen? \_\_\_\_\_ yes \_\_\_\_\_ no If not, what type of Visa do you hold? \_\_\_\_\_

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
<b>Traditional</b>	Monday-Thursday 9:00 a.m. - 5:00 p.m. Friday 9:00 a.m. to 6:00 p.m. Saturday 9:00 a.m. - 1:00 p.m.	Lebanon Fields Ertel Maineville Morrow Middletown Mason West Chester
<b>In-Store</b>	Monday - Friday 10:00 a.m. to 7:00 p.m. Saturday 10:00 a.m. - 5:00 p.m. Sunday 11:00 a.m. - 5:00 p.m.	Highlands Wal Mart Lebanon Wal Mart 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)*

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**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 \_\_\_\_\_

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

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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)

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Have you ever been convicted of a criminal offence other than minor traffic violations? Yes \_\_\_\_\_ NO \_\_\_\_\_ (If yes, state particulars)

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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 \_\_\_\_\_ 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

## INVESTIGATION AUTHORIZATION (RELEASE) & BACKGROUND SCREENING ORDER FORM

Under the applicable provisions of the federal Fair Credit Reporting Act (FCRA), notice is hereby given that a consumer report or investigative consumer report may be requested and completed, which may include information pertaining to your employment history, educational accomplishments, criminal record, driving record, credit history (only when permitted by law and where it is related to the duties and responsibilities of the position sought), character, general reputation, and personal characteristics. This report may also include information pertaining to a commercial driver's license and commercial driving work history which, under provisions of the United States Department of Transportation, can include inquiries into drug and alcohol testing and as referenced in FMCSRs Parts 382.413 and 391.23. An investigation into your workers' compensation and/or industrial accident background may also be conducted according to the provisions of the Americans with Disabilities Act (ADA) and other federal, state, and local laws, and can be requested only after a conditional job offer has been made. This entire report will be used for employment purposes only, and will be processed by LABORCHEX Companies, an employment background screening service, located at 2506 Lakeland Drive #200, Jackson, MS 39232, 800-880-0366 (www.laborchex.com). LABORCHEX conducts business according to all applicable federal and state laws. LABORCHEX agrees to use its best and most precise efforts to furnish its clients (a "client" is defined as a business, company, or organization which contracts with LABORCHEX to provide employment background screening services to them) with accurate, current, complete, and reliable information based on such information as it is reasonably available and obtained via applicable public records sources and/or information services utilized by LABORCHEX. Sources also include contact by phone, FAX, U.S. Mail, and electronic mail of an applicant's previous employers, education officials, government agencies, and other individuals/entities who can provide accurate verification and confirmation of the applicant's background.

**PRIVACY NOTE:** LABORCHEX does not distribute details of employment applications or results to anyone other than the client that requested the background investigation. Information provided by applicants is held by LABORCHEX in strict confidence according to all federal laws.

You are further advised that LABORCHEX does not counsel its clients regarding their hiring policies and procedures. LABORCHEX will not have any knowledge as to why you have been offered a position or the reasons why you were denied employment. Under the provisions of the FCRA, you have the right to dispute information provided in a report and, after providing proper identification, you can request a copy of such report(s) from LABORCHEX, including details about the sources of information. Such information will be provided to you at no cost. The company, business, or organization at which you applied for a job must also provide a copy of the report to you, if you request it from them.

**I, the undersigned, have read and fully understand the above notice. I hereby authorize LABORCHEX to investigate my employment history, educational accomplishments, criminal record, driving record, credit history, character, general reputation, personal characteristics, and information pertaining to a commercial driver's license and commercial driving work history, including inquiries into drug and alcohol testing and use, as well as workers' compensation information (as according to federal guidelines stated above). I authorize LABORCHEX to verify the facts stated by me on the attached/forwarded application and/or resume. I understand that this release will be valid for my entire period of employment.**

**Note: I understand that if I am a resident of CA, MA, ME, MN, NJ, NY, OK, and WA I can obtain a copy of the completed consumer report from LABORCHEX by checking this box { }, which will also include a document called "A Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)." Please be sure to provide your full mailing address below.**

Print Name: \_\_\_\_\_  
Last
First
Middle Initial
Maiden Name

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

(DOB and SSN used only for identification purposes to ensure accuracy of reports)

Driver's License Number #: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**BELOW IS FOR COMPANY USE ONLY**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_

**CHECK SCREENINGS REQUIRED FOR THIS APPLICANT**

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|---|--|
| <p>_____ Previous Employment Verification<br/>                 _____ D.O.T. (Special Screening for Commercial Drivers)<br/>                 _____ Education Verification<br/>                 _____ Professional/Personal References<br/>                 _____ Professional License &amp; Credential Check<br/>                 _____ Official Education Transcripts<br/>                 _____ CRIMINAL RECORD CHECKS (list jurisdictions below)<br/>                 _____ CrimeChexPLUS Multi-State Criminal Index Check<br/>                 _____ List Criminal Record Jurisdictions To Be Checked:</p> | <p>_____ Driving Record Check<br/>                 _____ Workers' Compensation*<br/>                 _____ Employment Credit Report*<br/>                 _____ National Address Search &amp; Social Security # Validation</p> |
| <p>_____ Nationwide Federal Violations Criminal Record Check</p>  |  |

**NOTE: If you are not using the website to place orders, please include the completed job application (along with a copy of this signed release) in your FAX or Email to LABORCHEX.  
 \*When permitted by state law.**

Signature of Official Authorizing Investigation: \_\_\_\_\_