



*FIRST NATIONAL BANK  
HAWLEY & DILWORTH*

*Employment Application*

**PERSONAL INFORMATION**

|  |              |            |
|--|--------------|------------|
| <i>Job Applied For</i>   | <i>Date</i>  |            |
| <i>Name (Last Name First)</i>  |              |            |
| <i>Address</i>   | <i>State</i> | <i>Zip</i> |
| <i>Are you 18 Years or Older? If not, can you submit a work permit?</i><br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | <i>Phone</i> |            |
| <i>Status or disposition of applicant (For Office Use Only)</i><br><hr/>   |              |            |

# APPLICATION FOR EMPLOYMENT

## DESIRED EMPLOYMENT

|   |   |                                    |
|---|---|------------------------------------|
| What Position Or Type Of Work Are You Seeking?  | If Hired, When Will You Be Available To Start?  | Salary Desired                     |
| Are You Employed Now?   | If So May We Inquire of Your Present Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                    |
| Ever Applied To This Company Before?  | Where?  | When?                              |
| Ever Worked For This Company Before?  | Where?  | When?                              |
| Are You Interested In:<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary  | What Days and Hours are you willing to work?  | Can you work overtime if required? |
| Who Referred You To This Company?<br><input type="checkbox"/> Employment Agency <input type="checkbox"/> Newspaper Advertising <input type="checkbox"/> Friend<br><input type="checkbox"/> State Employment Office <input type="checkbox"/> College Placement Service <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____ |   |                                    |

## EDUCATION

| School Level                             | Name and Address of School | Course of Study | Years Completed | Diploma Degree |
|--|----------------------------|-----------------|-----------------|----------------|
| Elementary School                        |                            |                 | 4 5 6 7 8       |                |
| High School                              |                            |                 | 9 10 11 12      |                |
| College                                  |                            |                 | 1 2 3 4         |                |
| Trade, Business or Correspondence School |                            |                 | 1 2 3 4         |                |

## GENERAL

|  |
|--|
| Describe any job related specialized training, apprenticeship, skills and extra-curricular activities: |
|  |
|  |
| List any job-related professional or technical organizations to which you belong:                      |
|  |
|  |

## FORMER EMPLOYERS

List Below Last Three Employers, Starting With The Most Recent One First.

|                                  |              |  |     |
|----------------------------------|--------------|--|-----|
| Name of Present or Last Employer |              |  |     |
| Address                          | City         | State  | Zip |
| Starting Date                    | Leaving Date | Job Title  |     |
| Starting Salary                  | Final Salary | May We Contact<br>Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| Name of Supervisor               | Title        | Phone  |     |
| Description of Work              |              |  |     |
|                                  |              |  |     |
| Reason For Leaving               |              |  |     |

|                           |              |  |     |
|---------------------------|--------------|--|-----|
| Name of Previous Employer |              |  |     |
| Address                   | City         | State  | Zip |
| Starting Date             | Leaving Date | Job Title  |     |
| Starting Salary           | Final Salary | May We Contact<br>Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| Name of Supervisor        | Title        | Phone  |     |
| Description of Work       |              |  |     |
|                           |              |  |     |
| Reason For Leaving        |              |  |     |

|                           |              |  |     |
|---------------------------|--------------|--|-----|
| Name of Previous Employer |              |  |     |
| Address                   | City         | State  | Zip |
| Starting Date             | Leaving Date | Job Title  |     |
| Starting Salary           | Final Salary | May We Contact<br>Your Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No |     |
| Name of Supervisor        | Title        | Phone  |     |
| Description of Work       |              |  |     |
|                           |              |  |     |
| Reason For Leaving        |              |  |     |

**SPECIALIZED SKILLS**      *Check Skills/Equipment Operated*

|   |                                    |                                      |                                      |  |
|---|------------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Word For Windows | <input type="checkbox"/> Microfilm | <input type="checkbox"/> Calculator  | <input type="checkbox"/> Telephone   | <input type="checkbox"/> Proof Machine |
| <input type="checkbox"/> Excel            | <input type="checkbox"/> Internet  | <input type="checkbox"/> Copier      | <input type="checkbox"/> Other _____ |  |
| <input type="checkbox"/> E-mail           | <input type="checkbox"/> 10-Key    | <input type="checkbox"/> Fax Machine |                                      |  |
|   |                                    |                                      |                                      |  |

**REFERENCES**

| Name | Address | Business & Phone | Years Acquainted |
|------|---------|------------------|------------------|
|      |         |                  |                  |
|      |         |                  |                  |
|      |         |                  |                  |

|   |
|---|
| <p>Have you been convicted of a felony or (within the last five years) a misdemeanor which resulted in imprisonment?<br/>         Note: The existence of a criminal record does not create an automatic bar to employment.<br/> <input type="checkbox"/> No   <input type="checkbox"/> Yes-Explain:</p> |
| <p>Is there any reason why you cannot perform the requirements of the job for which you are applying?<br/> <input type="checkbox"/> No   <input type="checkbox"/> Yes</p>   |
| <p>Is there any reason you may not be able as is required by the company, to attend work on a regular basis or be to work on time?<br/> <input type="checkbox"/> No   <input type="checkbox"/> Yes-Explain:</p>   |
| <p>Can you, if employed submit verification of your legal right to work in the United States?<br/> <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>   |

**APPLICANT'S STATEMENT**

|   |
|---|
| <p>"I certify that the facts contained in this application and any accompanying resume are true and complete to the best of my knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application or resume may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that the company shall not be liable in any respect if my employment is so denied or terminated.</p> <p>I authorize investigation and verification of all statements contained herein and the references and former employers and employees to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise to include credit history, education, employment verification, personal references and criminal records. I release the company from all liability for any damage that may result from receiving and/or using such information.</p> <p>I hereby understand and acknowledge that, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the Employer may discharge Employee at any time with or without cause or notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I also understand that this application and any employee manuals or handbooks that may be distributed to me shall not be construed or relied upon as a contract.</p> <p>Signature of Applicant: _____ Date: _____</p> |
|   |