



CENTRAL NATIONAL BANK

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

All employees and job applicants are guaranteed equality of employment opportunity. Essentially, this means that Central National Bank will not illegally discriminate against any worker or applicant on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. All recruitment, selection, placement, training and layoff decisions made by the company's supervisors or managers will be without any such illegal discrimination. Further, the company will comply with the Americans With Disabilities Act and reasonably accommodate disabled applicants and employees who make their need for accommodation known.

All personnel policies and practices of the organization, including compensation, benefits, discipline, and safety and health programs, as well as social and recreational activities, will be administered and conducted without regard to any individual's race, color, religion, sex, age, national origin, disability, or veteran status. The Bank will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, disability, or veteran status and that all applicable federal, state and local laws regarding employment are complied with.

Any applicant or employee who feels he/she is being discriminated against or who feels he/she is not being reasonably accommodated in the application process or in the performance of the essential functions of his/her job should report this to the Personnel Department of this Bank.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The Bank, at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company (not relative to race, color, religion, national origin, disability, or veteran status) it will be difficult to secure this bond and the bank may be unable to offer employment. Signature: _____ Date: _____

In processing this employment application, the Bank may request that an Investigative consumer report be prepared, which may include information as to your character, general reputation, police record, personal characteristics and mode of living. You have the right to request that the Bank completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Personnel Department of this Bank within a reasonable time after you complete this application.

I hereby acknowledge that I have read the foregoing disclosure and understand the same.

Signature: _____ Date: _____

Please answer every question. Use INK.
PRINT

Address _____ (FIRST) _____ (MIDDLE) _____ (LAST) _____ (DATE)
_____ (NUMBER) _____ (STREET) _____ (TELEPHONE NUMBER)

_____ (CITY) _____ (STATE) _____ (ZIP CODE) _____ (LENGTH OF TIME AT THIS ADDRESS)

List previous addresses within the United States, except Military, if address changed during the past 5 years.

NO. STREET CITY STATE FROM (DATE) TO

NO. STREET CITY STATE FROM (DATE) TO

NO. STREET CITY STATE FROM (DATE) TO

From here on, please WRITE in your NORMAL HANDWRITING.

Type of work desired _____ Can you perform the essential job functions of the job for which you are applying? Yes No

How were you referred to us? _____ Date available for work _____

Are you over 17 years of age? Yes No Are you a U.S. Citizen? Yes No

EDUCATION

NAME	ADDRESS	CITY	STATE	Major Course or Subject	Circle last year completed	Degree
HIGH SCHOOL OR PREPARATORY					1 2 3 4	
BUSINESS SCHOOL					1 2 3 4	
COLLEGE					1 2 3 4	
GRADUATE WORK					1 2 3 4	

List scholastic honors, offices held, and activities in high school:

List scholastic honors, offices held, and activities in college:

If you did not graduate, why did you leave school or college?

Are you planning to pursue further studies? Yes No Day school Night school

If so, when, where and what courses:

GENERAL INFORMATION

Use the space below to describe your interest in banking and the skills and aptitudes that you feel qualify you for a position at the Bank. [You may wish to include civic and community activities, professional societies in which you participate, special training or skills such as typing, accounting, and the like.] Please exclude organizations that might indicate race, color, religion, national origin, disability, or other protected status. If you need more space, please continue on a separate sheet.

Have you been employed here previously? Yes No

Have you ever applied here before? Yes No

Have you ever been convicted of a criminal offense involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? Yes No

(Such a conviction is not an automatic bar to employment. Any information supplied regarding the circumstances, rehabilitation and age at the time will be considered. You may attach additional information which you want considered.)

List any special considerations which would affect the hours you could work:

EMPLOYMENT RECORD

Starting with PRESENT or MOST RECENT, list all previous employers. Include self-employment, summer and part-time jobs.

Name and Address of Former Employer		Dates Employed		Position & Duties	Salary		Reason for Leaving
COMPANY NAME	NUMBER & STREET	From Mo. & Yr.	To Mo. & Yr.		Starting	Leaving	
		→	→				
CITY & STATE	ZIP						
		→	→				
CITY & STATE	ZIP						
		→	→				
CITY & STATE	ZIP						
		→	→				
CITY & STATE	ZIP						

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change your position? _____

If you are now employed, may we contact your present employer? Yes No

REFERENCES

(Other than previous employers or relatives.)

Name _____

Address _____

UNEMPLOYMENT RECORD

Account for all periods of unemployment of 2 weeks duration or more since you left school until the present time.

FROM		TO		STATE WHAT YOU WERE DOING
MO.	YR.	MO.	YR.	

ADDITIONAL INFORMATION

Use the space below if you wish to volunteer additional information you feel may be helpful to us in considering your application.

NOTE: Please carefully read the statements below. After you have read the statements, please sign and date in the space provided below.

"I certify that the facts contained in this application and in any resume or other material provided to the Bank and in any oral statements by me are true and complete to the best of my knowledge. I understand that, if employed, omissions, incomplete statements, or false statements on this application or other materials supplied to the Bank or in oral statements by me in the hiring process shall be grounds for dismissal.

I authorize investigation of all statements contained herein and authorize the employers and references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you."

I UNDERSTAND AND AGREE THAT, IF HIRED:

1. MY EMPLOYMENT IS FOR NO DEFINITE PERIOD BUT MAY BE TERMINATED BY THE BANK AT ANY TIME WITHOUT ANY PRIOR NOTICE AND WITHOUT CAUSE.
2. NO OFFICER OR EMPLOYEE OF THE BANK CAN GUARANTEE ME EMPLOYMENT FOR ANY PERIOD OF TIME OR ANY SPECIFIC SALARY BENEFITS EXCEPT BY A WRITTEN EMPLOYMENT AGREEMENT BETWEEN ME AND THE BANK SIGNED BY THE PRESIDENT OF THE BANK.
3. I WILL COMPLY WITH ALL RULES AND REGULATIONS OF THE BANK INCLUDING THE DRUG AND ALCOHOL POLICY. I UNDERSTAND THE BANK'S RULES, REGULATIONS AND POLICIES ARE NOT A CONTRACT AND MAY BE CHANGED OR WAIVED BY THE BANK AT ANY TIME.

Date: _____ Signed: _____

Social Security Number: _____

“CONSUMER REPORT PROCUREMENT”

A consumer report will be procured, with the term being defined as a report from a consumer reporting agency on the applicant's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and/or mode of living; and that the applicant (a) consents to the procurement and (b) acknowledges receipt of a copy of this disclosure.

Signature _____

Date _____