



### Employment Application

Position applying for \_\_\_\_\_ Date \_\_\_\_\_

Are you applying for:  Full-Time  Part-Time  Temporary  Summer  Internship

Specify days and hours if other than Full-Time \_\_\_\_\_

Date available to work? \_\_\_\_\_ Hourly rate/salary desired \_\_\_\_\_

Most work schedules require working on rotating Saturday mornings? Are you able to meet this requirement?  
 Yes  No

#### APPLICANT INFORMATION

Last Name	First	M.I.
Street Address	P.O. Box #	
City	State	Zip
Phone	E-mail Address	
How did you hear about this opportunity?		
Are you legally eligible to work in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have any relatives or friends that work for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Please write a brief statement about the kind of work you desire and your career interests.**

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**PREVIOUS EMPLOYMENT (LIST MOST RECENT EMPLOYER FIRST)**

<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Rate/Salary \$	Ending Rate/Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Rate/Salary \$	Ending Rate/Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Rate/Salary \$	Ending Rate/Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone ( )	
Address		Supervisor	
Job Title	Starting Rate/Salary \$	Ending Rate/Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact this previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**INDICATE THE NUMBER OF MONTHS OR YEARS OF EXPERIENCE YOU HAVE IN ANY OF THE FOLLOWING:**

\_\_\_\_\_ Adding Machine    \_\_\_\_\_ Typing (wpm) \_\_\_\_\_    \_\_\_\_\_ Copying Machine    \_\_\_\_\_ Bilingual (language)  
 \_\_\_\_\_ Data Entry    \_\_\_\_\_ Shorthand (wpm)    \_\_\_\_\_ Fax Machine  
 \_\_\_\_\_ Excel    \_\_\_\_\_ Word    \_\_\_\_\_ Other skills: \_\_\_\_\_  
 \_\_\_\_\_ Outlook    \_\_\_\_\_ Access/ Databases    \_\_\_\_\_



EDUCATION				
High School/GED		Address		
	No. of Years Completed	1 2 3 4	Diploma Y N	
College		Address		
Major	No. of Years Completed?	1 2 3 4	Degree	
Other		Address		
From	To	No. of Years Completed?	1 2 3 4	Degree

**Have you completed any special courses, seminars and/or training that would enhance your ability to perform the position for which you are applying?** YES  NO

If YES, please describe:

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REFERENCES	
<i>Please list three professional references.</i>	
<b>Full Name</b>	Title
Company	Address
Phone ( )	
E-mail address	
<b>Full Name</b>	Title
Company	Address
Phone ( )	
E-mail address	
<b>Full Name</b>	Title
Company	Address
Phone ( )	
E-mail address	



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**APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITIONS, WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, AGE, SEX INCLUDING PREGNANCY, EXCEPT WHERE SEX IS A BONAFIDE OCCUPATIONAL QUALIFICATION, MARITAL STATUS, INDIVIDUALS WITH DISABILITIES, AND EQUALLY TO DISABLED VETERANS.**

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**DISCLAIMER AND SIGNATURE**

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge and I authorize BankFirst to verify their accuracy and to obtain reference information on my work performance. I understand that if any falsified statements of any kind or omissions of facts on this application are discovered, it shall be considered sufficient grounds to eliminate my application from further consideration and/or shall be considered sufficient grounds for rescinding any offer of employment.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

I understand that as part of any conditional offer of employment, BankFirst will conduct a background screen and credit check through the third party vendor, ADP Screening and Selection Services.

I understand that, if employed, falsified or misrepresentation of statements of any kind or omissions of facts on this application shall be considered sufficient grounds for termination of employment. I verify that my answers are true and complete to the best of my knowledge.

Signature

Date