



Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Name (First Middle Last)		
Street Address		City, State, Zip
Home Telephone Number		Social Security Number
e-mail address	Cell Phone Number	Pager Number

Position Applied For	Date of Application
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Are you legally eligible for employment in the USA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you know any other employees of this company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, who?	

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If now employed, why do you desire to change your position?	

May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What special skills do you have?	

Date available for work: _____ / _____ / _____	
Are you currently on layoff status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony in the last 10 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.</i>	
If Yes, please explain.	

Education	Name & Address	Course of Study	Years Comp.	Degree
This information will not be used in violation of any federal, state or local employment opportunity law.				
High School				
Undergrad College				
Graduate				
Other (Specify)				

Work Experience				
List each job held, starting with your present or last job, include military service assignments and any volunteer activities that may be applicable. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.				
Employer Name			Position/Job Title	
Street Address			City, State, Zip	
Telephone Number			Last Immediate Supervisor	
Work Performed			May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date: ____ / ____ / ____			Ending Date: ____ / ____ / ____	
Starting Salary \$ _____			Ending Salary \$ _____	
Employer Name			Position/Job Title	
Street Address			City, State, Zip	
Telephone Number			Last Immediate Supervisor	
Work Performed			May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date: ____ / ____ / ____			Ending Date: ____ / ____ / ____	
Starting Salary \$ _____			Ending Salary \$ _____	
Employer Name			Position/Job Title	
Street Address			City, State, Zip	
Telephone Number			Last Immediate Supervisor	
Work Performed			May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Start Date: ____ / ____ / ____			Ending Date: ____ / ____ / ____	
Starting Salary \$ _____			Ending Salary \$ _____	

Employment Comments

Include explanation of any gaps in employment.

List professional, trade, business, or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status.

Specialized Skills

____ Terminal

____ Typewriter WPM ____

____ Spreadsheet

____ Word Processing

____ Shorthand WPM ____

____ PC/MAC

Other(s)

State any additional information you feel may be helpful to us in considering your application

Note to applicants: **DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

Personal/Professional References Do not include family members or past supervisors.

Name

Phone Number

Best Time to Call

Occupation

1.

2.

3.

Have you been dismissed, suspended, or allowed to resign in lieu of discharge?

Yes No

If Yes, please explain. _____

I understand that as part of the normal procedure for processing my employment application, an investigative consumer report may be prepared and I have the right to make a written request to receive detailed information about the nature and scope of this investigation. I authorize First Community Bank and Trust and its agents to verify the information on this application. I authorize all persons, schools, companies, employers, and law enforcement authorities to release information concerning my background, and I hereby release them from any liability for any damage whatsoever for issuing this information.

In the event that I am hired, and in consideration thereof, if I subsequently make application for employment elsewhere, I hereby release First Community Bank and Trust who, upon inquiry by a prospective employer of myself, provides truthful written or verbal information, or information that it or they believe in good faith is truthful, about my job performance, from any and all civil liability or damages of any kind or nature for the disclosure and the consequences of the disclosure.

In the event that I am hired, I understand that my employment can be terminated with or without cause, and with or without notice, at any time at the option of either First Community Bank and Trust or myself. I understand that no employee or agent of First Community Bank and Trust other than the President is authorized to offer me an employment relationship other than one which is terminable at will. I further understand that any deliberate misstatement of fact or omission from this application will result in my immediate dismissal.

Applicant' Signature

Date

Applications are only good for 60 days.

Authorization to Obtain Credit Report Information from an Outside Source

By signing this document, I authorize First Community Bank and Trust to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that information from such a report may be used by First Community Bank and Trust in making a decision regarding my employment.

Applicant' Signature

Date

