

BANK OF HAYS

APPLICATION FOR EMPLOYMENT

All potential employees are evaluated without regard to race; color; religion; gender (including pregnancy); national origin; age (40 or older); genetic information; marital, parental, or veteran status; sexual orientation; political affiliation; the presence of a non-job-related handicap; or any other characteristic protected by federal, state or local laws. Bank of Hays is an Equal Opportunity Employer.

PERSONAL INFORMATION

Date of Application: _____

Name: _____

LAST
FIRST
MIDDLE

Social Security Number: _____

Address: _____

STREET
CITY
ST
ZIP

Phone: _____

HOME
BUSINESS
MOBILE
 E-Mail: _____

Are you a US Citizen, or are you otherwise authorized to work in the US without any restriction? (*Proof of eligibility will be required upon employment.*) Yes No

Have you been convicted of a felony or misdemeanor other than moving traffic violations (even if expunged)? (*Conviction will not necessarily preclude employment.*) Yes No If yes, provide date of conviction, nature of offense, and city/state of conviction:

Are you 18 years or older? Yes No Ever applied to this company before? Yes No If so, when? _____

If selected for employment, are you willing to submit to a credit inquiry or background check? Yes No

EMPLOYMENT DESIRED

Position Sought: _____ FT PT Date You Can Start: _____

Salary Desired: _____ How did you learn about the position: _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

EDUCATION	NAME/LOCATION OF SCHOOL	YEARS ATTENDED	DIPLOMA/DEGREE RECEIVED?	MAJOR/SUBJECTS STUDIED
High School				
College				
Trade, Business, Correspondence School				
Other				

GENERAL

Subjects of Special Study or Research Work: _____

Special Skills: _____

Activities (Civic, Athletic, Etc.): _____

(Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or national origin of its members.)

US Military Service: _____ Rank: _____ Present Membership in National Guard/Reserves? Yes No

EMPLOYMENT HISTORY – (List Most Recent First)

Employment Dates	Employer Name/Address	Supervisor Name/Phone Number	Salary	Position	Reason for Leaving
From To			Start End		
From To			Start End		
From To			Start End		
From To			Start End		

Which of these jobs did you like best? _____

What did you like most about this job? _____

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Phone	Years Acquainted
1				
2				
3				

In Case of Emergency, notify: _____
NAME ADDRESS PHONE

READ CAREFULLY BEFORE SIGNING

I certify that all the information submitted by me on this application is true and complete to the best of my knowledge, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Any employment offer is contingent upon the following: (a) my providing, within 3 days after my first day of employment, valid proof of my identity and eligibility to work in the United States; (b) my consent for the employer to obtain consumer reports about me as part of its background check process and the employer's satisfaction with the results of such background checks.

In consideration of my employment, I agree to conform to the Company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the Company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Company. I understand that no Company representative, other than its CEO, and then only when in writing and signed by the CEO, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

This application shall be considered active only for 6 months from today's date. If I still desire a position with the employer after this application expires, it will be my responsibility to submit a new application.

SIGNATURE DATE

****DO NOT WRITE BELOW THIS LINE****

Interviewed By: _____ Date: _____

Remarks: _____

Ability: _____ Neatness: _____

Hired? Yes No Position: _____ Salary: _____ Date Reporting: _____