



# APPLICATION FOR EMPLOYMENT

We receive applications and hire employees without regard to-, creed, color, sex, religion, national origin, marital status, physical or mental handicap, disability, veterans' status, citizenship status, or any other protected category. The receipt of this application does not mean that a job opening exists and does not obligate us in any way. We appreciate your interest in our organization.

Date: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone No:(\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Are you over the age of 18? YES NO

If no, employment is subject to verification that you are of minimum legal age.

Are you legally eligible to work in the U.S.? YES NO

## EMPLOYMENT INFORMATION

Position applying for: \_\_\_\_\_ Date available for work: \_\_\_\_\_

Minimum salary requirement: \_\_\_\_\_ Hourly Annually

Type of employment: Full-time Part-time Temporary

What days and hours are you available to work? (Check all that apply)

Days: Mon Tues Wed Thurs Fri Sat Sun Hours: Morning Afternoon Any Time

Have you ever applied for a job with us before? YES NO If yes, date: \_\_\_\_\_

Are you being referred by a current employee of the Bank? YES NO If yes, please provide name: \_\_\_\_\_

Have you ever been convicted of a criminal offense, specifically involving dishonesty or breach of trust (including but not limited to Robbery, Forgery, Tax Evasion)? YES NO

If yes, state dates, place courts, where offense occurred and judgment given: \_\_\_\_\_

Have you ever been discharged or asked to resign? YES NO If yes, please provide reason: \_\_\_\_\_

Have you ever held a position of trust (handling money or confidential material)? YES NO

Are there any other experiences, skills, or qualifications you have that specifically relate to working here?

**EDUCATION INFORMATION**

<b>Schooling</b>	<b>Years completed</b>	<b>Name of School</b>	<b>Location</b>	<b>Major / Degree</b>
Grammar or High school				
Trade, Bus., or Correspondence				
College/ University				
Graduate School				
Other				

Describe any other specialization or professional training (such as business, technical, or nursing school). Include study courses through public or private employment. State whether degree or certificate was received.

\_\_\_\_\_

\_\_\_\_\_

**PRIOR WORK RECORD**

(Start with the most recent or present employer)

1) Employer Name and Address: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Rate: \_\_\_\_\_ Last Rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact: YES NO

2) Employer Name and Address: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Rate: \_\_\_\_\_ Last Rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact: YES NO

3) Employer Name and Address: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Rate: \_\_\_\_\_ Last Rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact: YES NO

4) Employer Name and Address: \_\_\_\_\_

Immediate Supervisor's Name: \_\_\_\_\_ Phone No: (\_\_\_\_) \_\_\_\_\_

Job Title: \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Starting Rate: \_\_\_\_\_ Last Rate: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact: YES NO

**REFERENCES**

(DO NOT LIST RELATIVES OR FORMER EMPLOYERS)

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: (\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: (\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

3) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: (\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

4) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone No: (\_\_\_\_) \_\_\_\_\_ Occupation: \_\_\_\_\_

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**PLEASE READ CAREFULLY**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, or resume or other applicant information provided may be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit bureaus of your choice. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or other with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I understand that any employment is conditioned upon a satisfactory criminal background investigation which I do hereby consent to by any law enforcement agency. I hereby authorize the Bank to make all necessary inquiries in connection with said investigation. I further acknowledge that my continued employment is subject to a satisfactory passage of said investigation.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that employment at this organization is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

I understand the statements above.

\_\_\_\_\_  
Full Name

\_\_\_\_\_  
Date



## **NOTICE AND CONSENT FORM**

I understand that 1<sup>st</sup> National Bank of South Florida will utilize the services of a consumer reporting agency as part of the procedure for processing my application for employment. I also understand if my application for employment is granted, 1<sup>st</sup> National Bank of South Florida may obtain further information through subsequent investigations by a consumer reporting agency so as to update, renew or extend my employment.

I understand a consumer reporting agency investigation may include obtaining information covering up to the last seven (7) years regarding my credit background, references, character, past employment, work habits, education, general reputation, personal characteristics, mode of living, judgment, and liens; as well as, any information about my criminal background consistent with federal and state law.

I understand such information may be obtained by direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge.

I also understand that before I am denied employment based, in whole or part, on information obtained in the report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

I understand if I disagree with the accuracy of any information in the report; I must notify 1<sup>st</sup> National Bank of South Florida within two days of my receipt of the report. If I notify 1<sup>st</sup> National Bank of South Florida within two days of the receipt of the report that I am challenging information in the report; 1<sup>st</sup> National Bank of South Florida will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

I hereby consent to this investigation and authorize 1st National Bank of South Florida to procure a report on my background as stated above from a consumer reporting agency.

I understand the statement above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



**Applicant Invitation to Self-Identify Acknowledgement**

This company is subject to Executive Order 11246, as amended which requires Government contractors to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. We are therefore requesting information about the race and sex of our applicants in order to comply with government reporting requirements and in order to ensure equal employment opportunity.

Applicant Name: \_\_\_\_\_ Date \_\_\_\_\_  
Position Applied For: \_\_\_\_\_

1. Please check one:

Elect **not** to self-identify.

OR

Hispanic or Latino, defined as a person of Cuban, Mexican, Puerto Rico, South or Central America, or other Spanish culture regardless of race.

White, defined as a person having origins in any original peoples of Europe, the Middle East, or North Africa.

Black or African American, defined as a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander, defined as a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian, defined as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native, defined as a person having origins in any of the original peoples of North and South America (including Central American), and who maintain tribal affiliation or community attachment.

Two or more races, defined as all persons who identify with more than one of the above five races.

2.        Male        Female



**Invitation to Self-Identify as a Veteran of the Vietnam Era, or another Veteran**

This company is a federal government contractor subject to the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment veterans of the Vietnam era and other veterans, as defined below.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans Readjustment Assistance Act of 1974, and Executive Order 11246, as amended. This information will be maintained separately from your application for employment.

**Definitions**

- a. The term "veteran of the Vietnam era" refers to a person who served on active duty for a period of more than 180 days, and was discharged or release from there with other than a dishonorable discharge, if any such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam February 28, 1961, and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.
- b. The term "other protected veteran" refers to a person who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- c. The term "newly separated veteran" means any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of veteran's discharge or release from active duty.

**Self-Identification**

I have read the definitions and information above and wish to self-identify:

A veteran of the Vietnam era

Another protected veteran

A newly separated veteran

None of the above