

# COMMERCIAL BANK

## Application For Employment

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

(Please Print)

What Position(s) are you applying for?	Date
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Last Name	First Name	Middle Name
Street Address		City, State, and Zip Code
Telephone Number(s) <i>Home:</i> _____ <i>Work:</i> _____		Social Security Number: / /

What is the best time to contact you?: \_\_\_\_\_:\_\_\_\_ AM PM  
 Home or  Work

Can you provide required proof of your eligibility to work, if you are under 18 years of age?  Yes  No

Have you previously filed an application with Commercial Bank?  Yes  No  
If Yes, please provide the date: \_\_\_\_\_

Have you previously been employed with Commercial Bank?  Yes  No  
If Yes, please provide the date: \_\_\_\_\_

Do any of your friends or relatives work here?  Yes  No  
If Yes, state name, relationship, and location: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status? (*Proof of citizenship or immigration status will be required upon employment*).  Yes  No

What date are you available to begin work? \_\_\_ / \_\_\_ / \_\_\_\_.

Desired salary range? \_\_\_\_\_

Are you available to work:  
 Full Time  
 Part Time (Please indicate  Morning or  Afternoon)  
 Temporary (Please indicate dates: From \_\_\_ / \_\_\_ To \_\_\_ / \_\_\_.)

Are you currently on lay-off status and subject to recall?  Yes  No

Can you travel if required by the job?  Yes  No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

School	Name and Address Of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

# Work Experience

Start with your current or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer Address Telephone Number(s) Starting/Present Job Title Supervisor Reason for Leaving	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
	<b>Hourly Rate/Salary</b>		
	Starting	Final	
			May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Address Telephone Number(s) Starting/Present Job Title Supervisor Reason for Leaving	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
	<b>Hourly Rate/Salary</b>		
	Starting	Final	
			May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Address Telephone Number(s) Starting/Present Job Title Supervisor Reason for Leaving	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
	<b>Hourly Rate/Salary</b>		
	Starting	Final	
			May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer Address Telephone Number(s) Starting/Present Job Title Supervisor Reason for Leaving	<b>Dates Employed</b>		<b>Work Performed</b>
	From	To	
	<b>Hourly Rate/Salary</b>		
	Starting	Final	
			May we Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Comments: Include an explanation for any gaps in employment.**

**Describe any specialized training, apprenticeship, skills, and extra-curricular activities.**

**Describe any job-related training received in the United States military.**

**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:*

## Additional Information

**Other Qualifications** *Summarize special job-related skills and qualifications acquired from employment or other experience.*

## Specialized Skills

(Skills/Equipment Operated)

<input type="checkbox"/> Terminal <input type="checkbox"/> PC/Mac <input type="checkbox"/> Typewriter WPM _____	<input type="checkbox"/> Spreadsheet <input type="checkbox"/> Word Processing <input type="checkbox"/> Shorthand WPM _____	Other (list) _____ _____ _____ _____
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**State any additional information you feel may be helpful to Commercial Bank 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 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.			

# Applicant's Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

## DISCLOSURE AND AUTHORIZATION

Commercial Bank hereby discloses that it may obtain a consumer report or an investigative consumer report for purposes of considering my application for employment.

I, \_\_\_\_\_, hereby authorize Commercial Bank to obtain a consumer report or investigative consumer report about me.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date