Member FDIC | Equal Housing Lender

Privacy Statement

Employment Application

First Name: Last Name:

Submitted on:

Security Notice:
You should ONLY fill out this application on-line if you are using a browser with the latest security enhancements. If you don't have the latest version, download a copy now. This form is NOT cached (saved in your computer's memory) when you QUIT your browser.

Instructions:
1. Print this application and gather the information you'll need.
2. Complete application on-line and click "Submit Application".
3. To safeguard your privacy, QUIT your browser and restart it again after using this form.

BankName provides equal employment opportunity without regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability. Consistent with the Americans With Disabilities Act, applicants may request reasonable accommodations needed to participate in the application process.

Personal Information

Application Date	

First Name | **Middle Initial** | **Last Name**

Home Phone | **Your E-mail Address**

Address Information	Address Line 1 Address Line 2 City State ZIP Code
Are you 18 years of age or older?	◯ Yes ◯ No
If not, do you have a valid work permit?	◯ Yes ◯ No

Employment Desired

Position | **Date you can start** | **Wage/Salary Desired**

Are you now employed?	◯ Yes ◯ No
May we contact your present employer?	◯ Yes ◯ No
If no, explain	
Have you ever applied with us before?	◯ Yes ◯ No

If yes, where?	When?

Were you offered a Position?	◯ Yes ◯ No

Education

High School (required)	**Name**	**Location**
Years Completed	◯ 1 ◯ 2 ◯ 3 ◯ 4	
Graduated	◯ Yes ◯ No	
Subjects Studied		
College (required)	**Name**	**Location**
Years Completed	◯ 1 ◯ 2 ◯ 3 ◯ 4	
Graduated	◯ Yes ◯ No	
Subjects Studied		

Business, Trade, or Correspondence School (required)	**Name**	**Location**
Years Completed	◯ 1 ◯ 2 ◯ 3 ◯ 4	
Graduated	◯ Yes ◯ No	
Subjects Studied		
Other Study or Research		
Job-related skills typing, etc.,		

List your last four employers, starting with the most recent first.

Employment	
Employer 1	
Name	
Address	
Start Date	
End Date	
Position	
Reason For Leaving	
Employer 2	
Name	
Address	
Start Date	
End Date	
Position	
Reason For Leaving	
Employer 3	
Name	
Address	
Start Date	
End Date	
Position	
Reason For Leaving	
Reference 1	
Name	
Phone No.	

	Address Line 1 Address Line 2 City State ZIP Code
Reference 2	
Name	
Phone No.	
	Address Line 1 Address Line 2 City State ZIP Code
Reference 3	
Name	
Phone No.	
	Address Line 1 Address Line 2 City State ZIP Code
Do you have the legal right to work in the U.S.?	◯ Yes ◯ No
If hired, it will be necessary for you to promptly submit documentation of your identity and right to work in the U.S. List any days or hours when you are not available to work	
Have you ever been convicted of a crime?	◯ Yes ◯ No
Note that a criminal record will not necessarily prevent employment. We will consider the nature of the event and relevant circumstances. If yes, describe the facts and circumstances and give the dates and locations.	
Have you ever been discharged or asked to resign from a position?	◯ Yes ◯ No

Please provide a detailed explanation of all prior disciplinary problems/actions.	

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge.
I understand that if **Capitol National Bank** hires me, I will be required to attest to my identity and employment eligibility, and to present documents confirming my identity and employment eligibility. I understand that I cannot be hired if I cannot comply with these requirements.
I understand that any employment is conditioned on a background check. I authorize **Capitol National Bank** to thoroughly investigate all statements contained in my application or resume. Furthermore, I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to **Capitol National Bank,** without giving me prior notice of such disclosure. In addition, I release **Capitol National Bank**, any former employers, and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.
I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or **Capitol National Bank**.
I confirm that no promise regarding employment has been made to me and I understand that no such promise or commitment will be binding on **Capitol National Bank** unless it is in writing and signed by an officer of **Capitol National Bank**.
If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so.
I understand that filling out this form does not indicate there is a position open and does not obligate **Capitol National Bank** to hire me. If hired, I agree to abide by all company work rules, policies and procedures. BankName retains the right to revise its policies or procedures, in whole or in part, at any time.

(required)	☐ I AGREE with the above statement