



1271 Market Street

Dayton, TN 37321

(423) 570-0280

## Employment Application

First Name:

Last Name:

### Privacy Policy:

Our [privacy policy](#) protects the privacy of your personally-identifying information that you provide us online.

### 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" or fax it to 706-861-8889.
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

Social Security No.

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?	<input type="radio"/> Yes <input type="radio"/> No	
Employment Desired		
Position	Date you can start	Wage/Salary Desired
<hr/>		
Are you now employed?	<input type="radio"/> Yes <input type="radio"/> No	
May we contact your present employer?	<input type="radio"/> Yes <input type="radio"/> No	
If no, explain		
Have you ever applied with us before?	<input type="radio"/> Yes <input type="radio"/> No	
If yes, where?		When?
<hr/>		
Were you offered a Position?	<input type="radio"/> Yes <input type="radio"/> No	
Education		
High School (required)	Name	Location
<hr/>		
Years Completed	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	
Graduated	<input type="radio"/> Yes <input type="radio"/> No	
Subjects Studied		
College (required)	Name	Location
<hr/>		
Years Completed	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	

Graduated	<input type="radio"/> Yes <input type="radio"/> No																																																				
Subjects Studied																																																					
Business, Trade, or Correspondence School (required)	Name				Location																																																
	_____																																																				
Years Completed	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4																																																				
Graduated	<input type="radio"/> Yes <input type="radio"/> No																																																				
Subjects Studied																																																					
Other Study or Research																																																					
Job-related skills Microsoft Office, etc.,																																																					
<p>List your last four employers, starting with the most recent first.</p> <table> <tr> <th colspan="9">Employment</th> </tr> <tr> <th></th> <th>Name</th> <th>Address</th> <th>Start Date</th> <th>End Date</th> <th>Position</th> <th>Ending Salary/Wage</th> <th colspan="2">Reason For Leaving</th> </tr> <tr> <td>Employer (required)</td> <td>Employer 1</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td colspan="2">_____</td> </tr> <tr> <td></td> <td>Employer 2</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td colspan="2">_____</td> </tr> <tr> <td></td> <td>Employer 3</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td colspan="2">_____</td> </tr> </table>									Employment										Name	Address	Start Date	End Date	Position	Ending Salary/Wage	Reason For Leaving		Employer (required)	Employer 1	_____	_____	_____	_____	_____	_____			Employer 2	_____	_____	_____	_____	_____	_____			Employer 3	_____	_____	_____	_____	_____	_____	
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	Employer 3	_____	_____	_____	_____	_____	_____																																														
References (required)	Name		Phone No.		Address		City, State, Zip																																														
	Reference 1	_____	_____	_____	_____	_____	_____																																														
	Reference 2	_____	_____	_____	_____	_____	_____																																														
	Reference 3	_____	_____	_____	_____	_____	_____																																														
Do you have the legal right to work in the U.S.?	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> 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?	<input type="radio"/> Yes <input type="radio"/> 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 Community 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 Community 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 Community National Bank, without giving me prior notice of such disclosure. In addition, I release Community 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 Community 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 Community National Bank unless it is in writing and signed by an officer of Community 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 Community National Bank to hire me. If hired, I agree to abide by all company work rules, policies and procedures. Community National Bank retains the right to revise its policies or procedures, in whole or in part, at any time.

**I AGREE with the above statement**

Signature	
Signature	Date
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