Member FDIC | Equal Housing Lender

Privacy Statement

CVB Employment Application

First Name:	Last Name:
Submitted on:	

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 304-874-3895.
3. To safeguard your privacy, QUIT your browser and restart it again after using this form.

Capon Valley Bank 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?	◯ 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
Graduaated	◯ 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	
Ending Salary/Wage	
Reason For Leaving	
Employer 2	
Name	
Address	
Start Date	
End Date	
Position	
Ending Salary/Wage	
Reason For Leaving	
Employer 3	
Name	
Address	
Start Date	
End Date	
Position	
Ending Salary/Wage	
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
Have you ever been convicted of a crime involving dishonesty, breach of trust or money laundering?	
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 **Capon Valley 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 **Capon Valley 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 **Capon Valley Bank**, without giving me prior notice of such disclosure. In addition, I release **Capon Valley 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 **Capon Valley 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 **Capon Valley Bank** unless it is in writing and signed by an officer of **Capon Valley 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 **Capon Valley 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