

# INCOMMONS BANK

Employment Application



APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever applied with this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
How did you come to apply?		Walk -In <input type="checkbox"/>	Employee Referral <input type="checkbox"/>	Newspaper Ad <input type="checkbox"/>	If Employee Referral, who was the employee?

EDUCATION (OR ATTACH RESUME')					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Do you plan to continue your education?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have an outstanding application for admission to any school?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If yes, where?					

REFERENCES	
<i>Please list two personal references who are not relatives or former employers.</i>	
Full Name	Years Known
Occupation	Phone ( )
Address	
Full Name	Years Known
Occupation	Phone ( )
Address	

**PREVIOUS EMPLOYMENT (OR ATTACH RESUME')**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

CHARACTER	Have you ever been convicted of a criminal offense, specifically involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc)?	Judgement Given:	
		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes	Offense:	Date:	Place:

**DISCLAIMER AND SIGNATURE**

I understand that if accepted for employment I may be required to undergo a drug screening test.

I hereby agree to being fingerprinted before or during my employment and agree to my fingerprint record being processed by the FBI.

In the event I am employed by this institution, I will comply with all rules and regulations as set forth in the institution's policy manual or other communications distributed to all employees.

I understand that in the event of suspected embezzlement, theft or misappropriations I may be subject to polygraph testing in compliance with the Employee Polygraph Protection Act.

I understand that if I am employed, a photograph may be later required for attachment to my personnel file.

I understand and agree that if I am offered employment with Incommons Bank, it will be on an "at-will" basis. This means that either the

financial institution or I may terminate the employment relationship at any time for any reason, with or without cause. I further understand that the "at-will" nature of employment with this institution may not be changed; except by a written statement signed by an authorized officer of this institution and myself.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Further, I understand and agree that my employment is for no definite period and may be terminated at any time without any previous notice.

Signature

Date

### CREDIT REPORT DISCLOSURE & AUTHORIZATION

By this document, Incommons Bank discloses to you that a consumer credit report, including an investigative consumer report containing information about your character, general reputation, personal characteristics and mode of living may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment.

Should an investigative consumer report be requested, you will have the right to demand a complete and accurate disclosure of the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act.

Incommons Bank will respond to a request for detailed information in a written statement to be mailed or otherwise delivered to you no later than five days after the date it receives your written request for additional information or the date the report was first requested, whichever date is later in time.

Please direct any request for additional information to

Glenda Evans

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at

Incommons Bank, Fairfield Branch

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Your signature below indicates your authorization for Incommons Bank to obtain a consumer credit report and/or investigative consumer report about you from a consumer reporting agency.

**I acknowledge that I have received the above notice and that I authorize a copy of my credit report to be released to Incommons Bank or an investigative consumer report to be requested by Incommons Bank.**

Date \_\_\_\_\_

Signature \_\_\_\_\_