

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 authorized to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Can you provide proof that you are authorized to work in the U.S.?	
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? If yes, where?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	

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 certify that I have fully and accurately answered all questions and have given all information requested in this application for employment, and I understand that any wrong or incomplete information on the form may disqualify me for further consideration for employment or, if discovered after I am hired, may be grounds for my immediate dismissal. I understand that all such information is subject to verification by the Company, and hereby give my consent to the Company to investigate my background and qualifications using any means, sources, and outside investigators at its disposal. I agree to undergo any type of drug and/or alcohol testing that the Company may require at any time. Finally, I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at will, and either I or the Company may terminate my employment at any time, with or without notice or reason.

Signature	Date
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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

Human Resources

at

human.resources@incommonsbank.com or 254-562-3821

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_____