



Date of Application _____

APPLICATION FOR EMPLOYMENT

Alva State Bank & Trust Company is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation, or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply or guarantee an interview or employment.

Please contact the Human Resources at (580) 327-3300, if you need an accommodation to participate in the application process.

POSITION APPLYING FOR: _____		DATE AVAILABLE: _____	
BRANCH LOCATION(S):		<input type="checkbox"/> ALVA	<input type="checkbox"/> ENID
		<input type="checkbox"/> BURLINGTON	<input type="checkbox"/> BANK OF FREEDOM
		<input type="checkbox"/> FIRST STATE BANK OF KIOWA	Part Time Full Time First Available

PERSONAL DATA			
Name _____			
Address _____			
Street Address	City	State	Zip
Daytime Phone	Cell Phone	E-Mail Address	

GENERAL INFORMATION	
1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and position for which you applied. State your name at that time, if different from present name. _____	___ Yes ___ No
2. Have you ever been employed by the Bank in the past? If yes, please give dates of employment, position(s) held, and state your name while employed if different from present name. _____	___ Yes ___ No
3. If hired, will you be able to work Monday-Saturday, during the normal business hours required for the position(s) for which you are applying? If no, please explain: _____	___ Yes ___ No
4. Do you have any commitments to another employer that might affect your employment with the bank? If yes, please explain: _____	___ Yes ___ No
5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: _____	___ Yes ___ No
6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will explain the legal requirements.) If no, please explain: _____	___ Yes ___ No

7. Have you been convicted of a felony or released from prison in the past 7 years? (Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered.) If yes, please explain: _____

___ Yes ___ No

8. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? (Note: A yes answer will not automatically disqualify you from employment.) If yes, please explain: _____

___ Yes ___ No

DO NOT ANSWER QUESTIONS 9 OR 10 IF A JOB DESCRIPTION IS NOT ATTACHED

9. Are you able to perform the tasks listed on the attached job description with or without an accommodation? _____

___ Yes ___ No

10. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job? _____

___ Yes ___ No

EDUCATIONAL DATA

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE?	DEGREE/ DIPLOMA/ CERTIFICATE	MAJOR COURSE OF STUDY
HIGH SCHOOL	CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12	YES NO		
TECHNICAL, VOCATIONAL BUSINESS, OR MILITARY TRAINING		YES NO		
COLLEGE OR UNIVERSITY		YES NO		
GRADUATE SCHOOL		YES NO		
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences: _____

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities: _____

EMPLOYMENT HISTORY - List Present or Most Recent First

Attach additional sheet if necessary.

Company Name	Dates of Employment	From	To
Address	Supervisor		
City, State, Zip	Your name when employed, if different from present		
Job Title & Duties	Reason for leaving		
Final Salary: \$ _____ per _____	Phone Number		
	May we contact? ___Yes ___No		

Company Name	Dates of Employment	From	To
Address	Supervisor		
City, State, Zip	Your name when employed, if different from present		
Job Title & Duties	Reason for leaving		
Final Salary: \$ _____ per _____	Phone Number		
	May we contact? ___Yes ___No		

Company Name	Dates of Employment	From	To
Address	Supervisor		
City, State, Zip	Your name when employed, if different from present		
Job Title & Duties	Reason for leaving		
Final Salary: \$ _____ per _____	Phone Number		
	May we contact? ___Yes ___No		

Please account for any time you were not employed after leaving school in the past ten years (you need not list any unemployment periods of one month or less)

<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

REFERENCES – List three (3) business-related individuals who are familiar with your work or education experience. (Please DO NOT list family members, personal friends or relatives.)

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>	<u>PHONE NO.</u>	<u>OCCUPATION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects or in school organizations or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships, or other items that tend to identify your race, sex, national origin, age, disability, or other personal traits that you prefer not to disclose.) _____

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability, or other non-job-related personal information) that you think may be relevant to a decision to hire you.

IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING.

Initials

- _____ By my signature and initials, I confirm that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment and may be justification for my dismissal from employment if discovered at a later date. I agree to immediately notify Alva State Bank & Trust Company if I should be convicted of a felony or any crime involving dishonesty or a breach of trust while my job application is pending or during my period of employment, if hired.
- _____ I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form (and accompanying resume, if any) to provide Alva State Bank & Trust Company with relevant information and opinion that may be useful to Alva State Bank & Trust Company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.
- _____ If offered a job that requires it, I give permission for a drug test and/or a job-related complete physical examination, and I consent to the release to Alva State Bank & Trust Company of any medical information, as may be deemed necessary by Alva State Bank & Trust Company in judging my capability to perform the essential functions of the job for which I am applying (with or without a reasonable accommodation).
- _____ I understand that if my employment is terminated by Alva State Bank & Trust Company for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment nor engage in sales, investments, or other activities that may create a conflict of interest with Alva State Bank & Trust Company.
- _____ I understand that this application does not, nor is it intended to create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time.

Name: _____ Date: _____

Signature of Applicant

Release of Information Authorization

I hereby authorize Alva State Bank & Trust Company, its employees and its agents to verify any information I have provided. In connection with consideration for employment, and if hired, for the duration of my employment (including contract for services) with you, I understand investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. These reports will include information as to my character, work habits, performance and experience along with the reasons for termination of past employment from previous employers. Further, I understand you will be requesting information from various Federal, State and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies. (All inquiries are subject to the provisions of Fair Credit Reporting Act.).

I authorize my current and previous employers, educational institutions, banking and other financial institutions, credit rating bureaus or institutions maintaining individual credit rating files, and governmental agencies or political subdivisions to give any information requested regarding my employment, character, and qualifications. Any previous employer is also hereby authorized to release any and all documents which, by agreement with me, have been designated as confidential or sealed.

I expressly release and hold harmless Alva State Bank & Trust Company, their agents, employees and any person or organization who provides information or records relating to me from any and all liability or claims related to the investigation of my personal employment audit or financial history. I further agree to release and hold harmless any person or entity which provides accurate and further information to Alva State Bank & Trust Company or its agents in the course of conducting a background check for purposes of employment with Alva State Bank & Trust Company.

I hereby certify all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if subsequent to employment any such statements and/or answers are found false or information has been omitted, such false statements or omissions will be just cause for the termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made. I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by Alva State Bank & Trust Company, this authorization will remain in effect throughout such employment.

In compliance with the Privacy Act of 1974, the following information is provided: The disclosure of your Social Security Number (SSN) is voluntary. However, failure to supply a SSN may result in errors in processing your application. A false statement or material omission on any part of your application may be grounds for termination from employment.

I have read and understood and approve of the previous Privacy Act notice:

Name (Please print)

Social Security Number

Previous Names/Maiden Names

Current Address

City/State/Zip

Date of Birth

Drivers License Number

State Issued

Date

Signature