

# EXCHANGE BANK OF NORTHEAST MISSOURI

## EXCHANGE BANK OF NORTHEAST MISSOURI APPLICATION FOR EMPLOYMENT

Exchange Bank of Northeast Missouri is an Equal Opportunity Employer. Exchange Bank of Northeast Missouri does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other legally recognized protected basis under federal, state, or local law.

### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Mobile Phone # \_\_\_\_\_

Are you eligible to work in the U.S?  Yes  No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)

Yes  No

Have you ever been terminated from employment or asked to resign by an employer?  Yes  No

**If yes**, please provide company names and details \_\_\_\_\_

Have you ever been bonded in prior employment?  Yes  No

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)?  Yes  No

If yes, list convictions: (A conviction does not necessarily disqualify an applicant from employment.)

\_\_\_\_\_  
\_\_\_\_\_

Can you work overtime, including weekends?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

### EMPLOYMENT DESIRED

Date you can start \_\_\_\_\_ Hourly rate/Salary desired \_\_\_\_\_

Position desired \_\_\_\_\_

Are you currently employed?  If so, may we inquire of your present employer? \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us?    Walk In    Advertisement    Referred by \_\_\_\_\_

Other: \_\_\_\_\_

Have you ever worked for this company before or any of its affiliates?    \_\_\_ Yes    \_\_\_ No

If yes, explain \_\_\_\_\_

Do you know anyone who works for our company?    \_\_\_ Yes    \_\_\_ No

If yes, who? \_\_\_\_\_

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School			
College or University			
Trade, Business or Correspondence School			

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration. If necessary, please attach a separate sheet for additional information.*

<b>From</b>	<b>To</b>	<b>Employer Name</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	
<b>Supervisor Name &amp; Title</b>		<b>Summarize the nature of work performed and job responsibilities.</b>	
<b>Reason for leaving</b>			
<b>From</b>	<b>To</b>	<b>Employer Name</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	

<b>Supervisor Name &amp; Title</b>		<b>Summarize the nature of work performed and job responsibilities.</b>	
<b>Reason for leaving</b>			
<b>From</b>	<b>To</b>	<b>Employer Name</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	
<b>Supervisor Name &amp; Title</b>		<b>Summarize the nature of work performed and job responsibilities.</b>	
<b>Reason for leaving</b>			
<b>From</b>	<b>To</b>	<b>Employer Name</b>	<b>Telephone</b>
<b>Job Title</b>		<b>Address</b>	
<b>Supervisor Name &amp; Title</b>		<b>Summarize the nature of work performed and job responsibilities.</b>	
<b>Reason for leaving</b>			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar post-employment restriction with your current employer or any prior employer? \_\_\_ Yes \_\_\_ No

If yes, please explain: \_\_\_\_\_

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

**Please read carefully and initial each paragraph before signing.**

I understand, where permissible under applicable federal, state, and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drugs before being permitted to commence work with Exchange Bank of Northeast Missouri.

\_\_\_\_\_ Initials

I understand, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and credit history and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand employment with Exchange Bank of Northeast Missouri is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Exchange Bank of Northeast Missouri and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we inquire of your present employer?" on page 2 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Exchange Bank of Northeast Missouri will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

**I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Exchange Bank of Northeast Missouri at any time, with or without cause, and with or without notice. I understand that no representative of Exchange Bank of Northeast Missouri. has the authority to make any assurances to the contrary.**

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Exchange Bank of Northeast Missouri's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.**

If you are not hired during that time period but wish to continue to be considered for available positions, you must complete a new application.