

# CommunityBanc, Inc.

## Application for Employment

---

**INSTRUCTIONS:** We appreciate your interest in our organization. We consider applicants for all positions without regard to race, color, age, religion, sex, disability, familial status, ancestry, national origin, and U.S. military service.

---

Position(s) applied for

Date of Application

---

How did you learn about us?

Advertisement     Employment Agency     Walk-in     Other: \_\_\_\_\_

---

Name (Last, Middle, First)

---

Street Address

---

City

State

Zip

---

Social Security Number

Phone Number

---

Are there any other name(s) under which you have been previously employed or under which school records would be located?

---

Names of friends and relatives employed in this organization.

---

If you are under 18 years of age, can you furnish a work permit?  Yes     No

---

Have you ever filed an application with us before?  Yes     No

---

Are you a citizen of the U.S. or do you have a valid work permit?

(Proof of citizenship or immigration status will be required upon employment)  Yes     No

---

Can you work overtime, if required?  Yes     No

---

Can you work consistently and arrive to work on time?  Yes     No

---

On what date would you be available to work?

---

Are you available to work:     Full Time     Part Time     Shift Work     Temporary

---

Can you travel if the job requires it?  Yes     No

---

If yes, are there limitations? Explain.

---

Have you been convicted of a crime? (Conviction will not necessarily disqualify an applicant from employment.)  Yes     No

If yes, please list dates of offenses and dispositions.

---

Have you ever received any training in the U.S. military related to the job for which you are applying?  Yes     No

If yes, please describe:

---

**Employment Experience** Start with your present or last job. Include any job-related military assignments and volunteer activities. You may exclude voluntary work that indicates race, color, religion, gender, national origin, handicap or other protected status. **Please account for all time for at least the past five years.**

Employer	Dates Employed	Work performed
Address	From: _____	
Telephone Number(s)	To: _____	
Supervisor	Hourly Rate/Salary	
Job Title	Starting: _____	
Reason for leaving	Final: _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed	Work performed
Address	From: _____	
Telephone Number(s)	To: _____	
Supervisor	Hourly Rate/Salary	
Job Title	Starting: _____	
Reason for leaving	Final: _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed	Worked Performed
Address	From: _____	
Telephone Number(s)	To: _____	
Supervisor	Hourly Rate/Salary	
Job Title	Starting: _____	
Reason for leaving	Final: _____	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

***If you need additional space, please continue on a separate sheet of paper.***

<b>Education</b>				
	Elementary School	High School	Undergraduate College/University	Graduate Professional
School Name & Location				
Years Completed				
Diploma/Degree				
Describe Course of Study				

**Additional Information** Please complete the items below that are relevant to your ability to perform the position for which you are applying.

Describe any specialized training, apprenticeship, and skills	
Describe any honors you have achieved	
State any additional information you feel may be helpful to us in considering your application	

**Extracurricular Activities** List professional, trade, business or civic activities and offices or licenses held if relevant to the position for which you are applying. You may exclude memberships that would reveal sex, race, religion, age, ancestry, handicap or other protected status.

---



---



---



---

**References** Give name, address and telephone number of three professional references who are qualified to evaluate your capabilities and who are not related to you.

- 1.

---

- 2.

---

- 3.

---

---

**Special Skills and Qualifications** Summarize special job-related skills and qualifications acquired from employment or other experience. Those applying for clerical positions, please indicate typing speed and familiarity with computer programs, work processing and other office equipment.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

### **Applicant’s Statement**

---

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in withdrawal of an offer of employment, or if subsequent to employment, may result in dismissal.

I understand this employment application is not to be construed as a guarantee of employment. I further understand that, should I become employed, my employment with the organization does not constitute any form of contract, implied or expressed, and such employment may be terminated at will either by myself or my employer upon notice of one party to the other.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. You may use this authority to check references with former employers I have listed, unless otherwise indicated, as well as the personal references listed.

As a part of the process of considering applicants for employment, CommunityBanc, Inc., may procure a credit report for consideration as part of the employment related decision making process. Any information so obtained will be used exclusively for employment related decisions and will be confidential.

If a credit report is obtained, the applicant will be provided with a copy of the report, a summary of the applicant’s/employee’s rights under the Fair Credit Reporting Act, and the source of the credit report.

If an adverse employment decision is made due wholly or in part to the information on the credit report, CommunityBanc, Inc. will advise the applicant/employee of that decision and again advise the applicant/employee of the source of the credit report.

I certify that I am not in a non-compete or non-solicitation agreement.

### **Authorization**

I hereby authorize CommunityBanc, Inc. to obtain a credit report on myself through the credit reporting agency of its choice. If employed, I further authorize CommunityBanc, Inc. to obtain credit reports, as needed, on a continuing basis as it relates to my employment during the time that I am an employee of CommunityBanc, Inc.

---

Signature of Applicant

---

Date

---

# CommunityBanc, Inc.

## Notification and Authorization for Obtaining A Credit Report for Employment Related Purposes

### Notification

As a part of the process of considering applicants for employment, and current employees for continued employment and/or promotion, CommunityBanc, Inc., may procure a credit report for consideration as part of the employment related decision making process. Any information so obtained will be used exclusively for employment related decisions and will be confidential.

If a credit report is obtained, the applicant/employee will be provided with a copy of the report, a summary of the applicant's/employee's rights under the Fair Credit Reporting Act, and the source of the credit report.

If an adverse employment decision is made due wholly or in part to the information on the credit report, CommunityBanc, Inc. will advise the applicant/employee of that decision and again advise the applicant/employee of the source of the credit report.

### Authorization

I hereby authorize CommunityBanc, Inc. to obtain a credit report on myself through the credit reporting agency of its choice. If employed, I further authorize CommunityBanc, Inc. to obtain credit reports, as needed, on a continuing basis as it relates to my employment during the time that I am an employee of CommunityBanc, Inc.

Name (Please Print) \_\_\_\_\_  
First Middle Initial Last

Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Return signed copy to Human Resources)

# CommunityBanc, Inc.

## Notification and Authorization for Obtaining A Credit Report for Employment Related Purposes

### Notification

As a part of the process of considering applicants for employment, and current employees for continued employment and/or promotion, CommunityBanc, Inc., may procure a credit report for consideration as part of the employment related decision making process. Any information so obtained will be used exclusively for employment related decisions and will be confidential.

If a credit report is obtained, the applicant/employee will be provided with a copy of the report, a summary of the applicant's/employee's rights under the Fair Credit Reporting Act, and the source of the credit report.

If an adverse employment decision is made due wholly or in part to the information on the credit report, CommunityBanc, Inc. will advise the applicant/employee of that decision and again advise the applicant/employee of the source of the credit report.

### Authorization

I hereby authorize CommunityBanc, Inc. to obtain a credit report on myself through the credit reporting agency of its choice. If employed, I further authorize CommunityBanc, Inc. to obtain credit reports, as needed, on a continuing basis as it relates to my employment during the time that I am an employee of CommunityBanc, Inc.

Name (Please Print) \_\_\_\_\_  
First Middle Initial Last

Social Security Number \_\_\_\_\_

Address: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Applicant's copy)