



Employment Application Please answer every question.
An Equal Opportunity Employer*

Date _____

Name _____
(Last) (First) (Middle) (Preferred Name)

Street Address _____

City _____ State _____ Zip _____

Former or Permanent Address _____

Social Security No. _____ Email address: _____

Telephone No. (____) _____ Cellular Phone No. (____) _____ Business Phone No. (____) _____

PERSONAL DATA

Are you age 18 or above? Yes No

Have you ever worked here either as an employee, independent contractor or through a temporary agency? Yes No
 If YES, when and where? _____

Have you applied here previously? Yes No
 If YES, when and where? _____

Do you have relatives employed here? Yes No If YES, provide information below:

Name _____ Location _____ Relationship _____

EDUCATION AND/OR TRAINING

	Name & Location	Major Course or Subject	GPA	Type Degree Received
High School				
Business or Technical				
College or University				
Graduate School				
Additional Business or Banking Courses				

List scholastic honors, offices held and activities in (1) high school or (2) college. (You do not need to disclose activities that may reveal information that indicates your religion, sex, disability, or other protected class.)

(1) _____

(2) _____

If you did not graduate, why did you leave school or college? _____

Are you planning further studies? _____ When? _____ Where? _____ Day Evenings

What courses? _____

SKILLS

Please list any computer equipment/software you can operate (For example: word processing programs, spreadsheet programs, mainframe equipment, etc.) _____

Please list any other skills that would contribute to your employment with the company: _____

POSITION

Specific Position Applied For _____ Salary Desired _____

Location Preference _____ Date Available to Begin Work _____

Work Full Time? Yes No If Yes, indicate days and hours _____

Work Part Time? Yes No If Yes, indicate days and hours _____

Work on a Temporary Basis? Yes No If Yes, indicate days and hours _____

PREVIOUS EMPLOYMENT

(Begin with current or last employment. Please complete even if you have submitted a resume.)

Company Name _____ Date: From _____^{MO/YR} To _____^{MO/YR} Phone (____) _____

Address _____ Present or
(Street) (City) (State) (Zip) Last Supervisor _____

Reasons For Leaving _____ May We Contact? Yes No

Positions Held	Describe Duties Performed
Starting Salary	Final

Company Name _____ Date: From _____^{MO/YR} To _____^{MO/YR} Phone (____) _____

Address _____ Present or
(Street) (City) (State) (Zip) Last Supervisor _____

Reasons For Leaving _____ May We Contact? Yes No

Positions Held	Describe Duties Performed
Starting Salary	Final

Company Name _____ Date: From _____^{MO/YR} To _____^{MO/YR} Phone (____) _____

Address _____ Present or
(Street) (City) (State) (Zip) Last Supervisor _____

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Positions Held	Describe Duties Performed
Starting Salary	Final

Company Name _____ Date: From _____^{MO/YR} To _____^{MO/YR} Phone (____) _____

Address _____ Present or
(Street) (City) (State) (Zip) Last Supervisor _____

Reasons For Leaving _____ May We Contact? Yes No

Positions Held	Describe Duties Performed
Starting Salary	Final

To assist us in verifying your records, please list any other name(s) you have worked under _____

VOLUNTEER WORK

(List agencies, positions held, duties performed, length of time with each agency or other information describing your activities.)

ADDITIONAL INFORMATION

If dates of employment are not consecutive or if you have not accounted for all your work experience, please provide details:

PERSONAL REFERENCES

Give three personal references who are persons of good standing in their communities whom you have known for at least three years. DO NOT give relatives or former employers. You may include the names of friends or acquaintances presently employed by us.

NAME	ADDRESS & TELEPHONE	NO. OF YEARS KNOWN	OCCUPATION

Have you ever been discharged or asked to resign from any employer? Yes No

If Yes, please provide specific information: _____

If you have a current Part-time or Full-time job, do you plan to resign it if you accept employment with American National Bank?

Yes No If No, please explain: _____

Are you legally eligible for employment in the US? Yes No (You will be required to verify this information prior to employment.)

Have you ever been **convicted** of any criminal offense other than minor traffic violations? Yes No

If Yes, provide information: conviction(s), location(s), date(s), and disposition(s): _____

MILITARY SERVICE

Branch of Service _____ Active Duty: From _____ To _____ Rank Attained _____

What were your duties in the service? _____

REQUIRED INFORMATION

In your own handwriting, tell us your interests, hobbies, sports, special training, skills or any other information which could contribute to your employment with American National Bank.

Please Read and Sign Conditions of Employment on Next Page

Conditions of Employment

Please read the following conditions of employment and certify by your signature that you have read and understand these conditions.

In consideration of my employment, I acknowledge that my employment is AT WILL without a fixed term. Any of American National Bank's policies, procedures or benefits can be changed, interpreted, withdrawn, or added to and I am subject to dismissal without notice and without cause at any time, without any prior notice.

Each Employee must be accepted for bonding by a surety company designated by American National Bank. In processing this bond, American National Bank may request police and FBI reports. By signing this application, I hereby authorize any local, state, or federal government agency to release any records requested by American National Bank. In addition, the Bank may order a consumer report (containing credit information) from a consumer reporting agency. By signing this application, I hereby release American National Bank from any and all liability of whatever kind or nature which could result from obtaining this information or basing an employment decision thereon.

I understand that active consideration and continued employment is conditional upon satisfactory background, credit and employment reference checks. As part of the procedure for processing this application a consumer report of credit or an investigative consumer report may be procured. An investigative consumer report includes information relating to the applicant's character, general reputation, personal characteristics, and mode of living. If such an investigation is made, the applicant has a right to obtain a copy of any investigative report by making a written request to American National Bank.

Each Employee must have documentation showing his/her identity and authorization to work in the United States.

American National Bank has a policy against the use of drugs and other intoxicating substances. All Employees are subject to drug/alcohol testing in accordance with our policies.

Each Employee agrees not to reveal to any person any information concerning any American National Bank systems, processes, or methods, or any of its, or its customers' confidential data.

By signing this application, I hereby authorize any educational institution which I have attended to release transcript data or any former employer to release reference data to American National Bank upon receipt of a signed copy of this document and release all such parties from any damage that may result from furnishing such information. I also hereby release American National Bank of any and all liability of whatever kind or nature which could result from obtaining this information or basing any employment decision thereon.

Employees of American National Bank who drive company-owned vehicles on company business must possess a driver's license valid in their state of employment. The driver's license must not restrict driving in any manner that conflicts with job requirements. An unsatisfactory driving record may result in the loss or restriction of driving privileges on company business which could cause termination of your employment.

This application and any material accompanying it shall become the sole property of American National Bank.

This application will be given every consideration but its acceptance by American National Bank does not imply that the applicant will be employed.

I authorize you to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency or other party with a legal and proper interest.

Finally, my signature certifies that the statements made on this application are correct and complete. I understand that any misleading or incorrect statement or omissions may render it void and if I am employed, be cause for immediate dismissal.

Signature _____ Date _____

Note: This application will remain active for a period of three months. If you wish to be considered for employment after this period, it is necessary for you to re-apply.

* American National Bank does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, age, disability or veteran status. No question on this application is intended to secure information to be used for any discriminatory purpose.

Thank you for completing this application form and for your interest in employment with us.

Action Taken

Hired Date of employment _____ Job Title _____

Office or Department _____ Salary _____ Approved by: _____