

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For _____ Date of Application _____

How did you learn about us?

Walk in Advertisement Referral Other

Do you know anyone who works for Heritage Bank and Trust? Yes No

If yes, who? _____

Last Name _____ First Name _____ Middle Name _____

Address Number _____ Street _____ City _____ State _____ Zip Code _____

Telephone Number(s) _____ Email: _____

Best time to contact you at home is: _____ : _____ AM
PM

Have you ever filed an application with us before? Yes No If yes, give date _____

Have you ever been employed with us before? Yes No If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full-Time Part-Time (indicate morning or afternoon)

Are you currently on "layoff" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Other job-related seminars, short courses, workshops, or other educational experience.

Job-Related certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other Job-Related skills and abilities

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

EMPLOYMENT EXPERIENCE

Start with your most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed	From Starting Wage \$	To Ending Wage \$
Address		Work Performed		
Telephone Number(s)				
Job Title	Supervisor			
Reason for Leaving				

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

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application.

REFERENCES – List three business related individuals that are not former employers

1. _____
(Name) (Phone #)

Address
2. _____
(Name) (Phone #)

Address
3. _____
(Name) (Phone #)

Address

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all the rules and regulations of the employer.

Signature of Applicant

Date