



Exchange Bank

EXCHANGE BANK CO. APPLICATION FOR EMPLOYMENT

Exchange Bank Co. is an Equal Opportunity Employer. Exchange Bank Co. 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? _____

EDUCATION	Name and location of school	Degree Received	Subjects studied/Major
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.*

From	To	Employer Name	Telephone
Job Title		Address	
Supervisor Name & Title		Summarize the nature of work performed and job responsibilities.	

Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Supervisor Name & Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Supervisor Name & Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving			
From	To	Employer Name	Telephone
Job Title		Address	
Supervisor Name & Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving			

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

If yes, explain. _____

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 Co.

_____ 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 Co. 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 Co. 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 Co. 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 Co. at any time, with or without cause, and with or without notice. I understand that no representative of Exchange Bank Co. 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 Co.'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.