



### Employment Application

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Full-Time/Part-Time?: \_\_\_\_\_ Desired Salary:\$ \_\_\_\_\_

Position Applying: \_\_\_\_\_

Have you ever worked for First Choice Bank? YES NO Are you authorized to work in the U.S.? YES NO

\*The information requested below is necessary for the specific position for which you are applying. A "yes" answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however be considered.

YES NO

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

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

#### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate? YES NO Diploma: \_\_\_\_\_

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

Did you graduate? YES NO Degree: \_\_\_\_\_

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

Did you graduate? YES NO Degree: \_\_\_\_\_

#### References

Please list three professional references.

Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Employment History**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## ADA Information

Are you able to perform the essential functions of the job for which you are applying, either with our without reasonable accommodation?    YES    NO

If no, describe the functions that cannot be performed.

*(Note, We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing medical examination, and to skill and agility tests.)*

## Applicant's Statement

The undersigned hereby authorizes First Choice Bank to make inquiry of any former employers or other sources, as to my character, disposition, habits or reason for separation of services, etc., and authorizes such sources and First Choice Bank to release such information without liability for any damage incurred in giving this information.

**I also declare that all the information and statements in this application are true and acknowledge the right of First Choice Bank to verify the foregoing information by whatever legal means it deems advisable. I understand that any omission or misrepresentation of material found in this application may result in refusal of employment or if employed may be grounds for dismissal, regardless of the time elapsed before discovery.**

I understand that any offer of employment may be contingent upon a physical examination to determine whether I can perform the duties of the job in a manner which would not endanger my health or safety or the health and safety of others.

In completing this application for employment, I understand and agree that, if hired, my employment is "At Will", for no definite or determinable period and may be terminated at any time, with or without prior notice at the option of either myself or First Choice Bank, and that no promises of representations contrary to the foregoing are binding on the company unless made in writing and signed by me and First Choice Bank's designated representative.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Date

Applicant Signature

*First Choice Bank is an Equal Opportunity/Affirmative Action Employer, M/F/D/V. First Choice Bank is fully committed to the principle of equal opportunity and diversity. All qualified applicants will receive consideration for employment without regard to race, religion, age, citizenship, mental, intellectual or physical disability, military/veteran status, medical condition, national origin, marital status, sexual orientation, gender, gender identity, genetic information, gender expression, political affiliation, family or medical leave status, or any similar basis prohibited by law.*