



## Application for Employment

# UnionState

Please print or type, and answer all questions completely. UnionState Bank policy and Federal law prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, veteran status or any other legally protected status.

\_\_\_\_\_  
Last Name First Name Middle Name

\_\_\_\_\_  
Address City, State Zip Code Phone Number

\_\_\_\_\_  
Social Security Number Position(s) Desired/Area of Interest

Date of application \_\_\_\_\_ Date available \_\_\_\_\_

Salary Expected \_\_\_\_\_

Have you ever applied with us before?  No  Yes Date \_\_\_\_\_

Have you ever been employed with us before?  No  Yes Dates employed \_\_\_\_\_

Position/Location \_\_\_\_\_

How did you come to apply with us?  Advertisement  Friend  Relative

Employment Agency  Bank Employee  Walk-in

Other Name of the person who referred you: \_\_\_\_\_

I am interested in:  Pell City  Ashville  Cedar Bluff/Centre  Hoover

Lakeshore  Pelham  Pleasant Grove  Trussville  Destin

Type of employment desired:

Full Time  Part Time  Temporary  Seasonal (i.e. Summers)

Can you submit, after employment, proof of your legal right to work permanently in the United States?  No  Yes

For positions handling and/or having access to cash/bank accounting:  
Have you ever been convicted of a crime involving dishonesty or breach of trust?  No  Yes

If Yes, Explain \_\_\_\_\_

Is there anything that would prevent you from coming to work every day?  No  Yes

If Yes, Explain \_\_\_\_\_

### **PERSONAL REFERENCES**

List three references who are not relatives or former employers. Give name, address, phone number and how you know them:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**EDUCATION AND TRAINING**

Circle Highest Grade Completed - Formal Education  
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

	Name and Location Of School	Degree/ Certificate Awarded	If Degree not Awarded, List Hours Earned	Major/Field of Study
High School				
Undergraduate College				
Graduate/Professional				
Vocational, Trade, or Company Training				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

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Describe any honors you have received:

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List professional, trade, business or civic activities and offices held (You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry or other protected status):

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Summarize special job-related skills and qualifications acquired from employment or other experience:

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## EMPLOYMENT HISTORY

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Begin with present or most recent employer; **do not refer to resume**. If you need more space, you may use the back of this page.

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Present/Final Salary \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Describe Your Duties, and Skills Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Present/Final Salary \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Describe Your Duties, and Skills Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Dates Employed: From \_\_\_\_\_ To \_\_\_\_\_ Present/Final Salary \_\_\_\_\_  
Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Starting Salary \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Describe Your Duties, and Skills Used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

What are your career goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use the space below to make any remarks you would consider helpful in reviewing your qualifications:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

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Please Read Carefully

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that all false answers or statements or implications made by me in this application or other documents shall be considered sufficient cause for denial of employment, or in the event of employment, may be cause for discharge.

I hereby give UnionState Bank the right to make a thorough investigation of my past employment, education and training which would include the verification of the information set forth on this application of employment. I understand that if I am seriously considered for employment a consumer report may be obtained which may include any written or oral information about my credit-worthiness, credit standing, character, general reputation, personal characteristics or mode of living; and that I have the right to request in writing the name of the reporting agency and the type of information included in the report. I release from all liability, all persons, companies and corporations supplying such information. I indemnify UnionState Bank against any liability which might result from making such an investigation.

I also understand that nothing contained in this employment application, in the granting of an interview, nor in an offer of employment constitutes an employment contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Voluntary Applicant Data Information Form**

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**IMPORTANT - ALL APPLICANTS READ:** UnionState Bank provides equal opportunity to all qualified applicants and employees by prohibiting discrimination in employment decisions because of race, color, religion, sex, national origin, age, veteran status, disability or other protected status.

We request that you complete this data information form solely to assist us in complying with Federal and State Equal Employment Opportunity and Affirmative Action record keeping requirements.

**Please Note:** Completion of this form is voluntary. This form is separate from the employment application and the information you provide will be recorded and maintained in a confidential file, separate from all other records. This form will then be destroyed. This information **will not** be used in consideration for your employment.

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Date \_\_\_\_\_ Position Desired \_\_\_\_\_

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Name (Last, First, M.I.) \_\_\_\_\_ Social Security Number \_\_\_\_\_

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Date of Birth \_\_\_\_\_

Check as they apply:

Gender:  Male  Female

Race/Ethnic Origin:

Black  Hispanic  Asian/Pacific Islander

Caucasian (White)  American Indian/Alaskan Native

Vietnam Era Veteran - "Veterans of the Vietnam Era" means a person who 1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or 2) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975.

I hereby certify that completion of this survey was strictly voluntary on my behalf.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office use only

Location: \_\_\_\_\_

Referral Source: \_\_\_\_\_

Result: \_\_\_\_\_

**Notice to Applicant:**

A Consumer Report may be obtained for employment purposes. If employment is denied based on information obtained from the consumer report you will be provided with a copy of the report.

**Authorization to run Consumer Report:**

I hereby give UnionState Bank the right to make a thorough investigation of my past employment, education and training which would include the verification of the information set forth on this application of employment. I understand that if I am seriously considered for employment a consumer report may be obtained which may include any written or oral information about my creditworthiness, credit standing, character, general reputation, personal characteristics or mode of living; and that I have the right to request in writing the name of the reporting agency and the type of information included in the report. I release from all liability, all persons, companies and corporations supplying such information. I indemnify UnionState Bank against any liability which might result from making such an investigation.

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Signature

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Date