

**Unity National Bank**  
**EMPLOYMENT APPLICATION**

Unity National Bank IS AN EQUAL OPPORTUNITY EMPLOYER  
AND DOES NOT UNLAWFULLY DISCRIMINATE IN ANY ASPECT OF EMPLOYMENT.

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Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, military service, or any other legally protected status. If you would like assistance or a reasonable accommodation in the application or interview process, please let us know.

NO APPLICATION WILL BE CONSIDERED UNLESS ALL INFORMATION  
REQUESTED ON THIS FORM IS COMPLETED IN FULL, EVEN IF YOU HAVE SUBMITTED A RESUME.

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

## Application for Employment

(Please print clearly.)

### Position Applied For

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Employee \_\_\_\_\_ Relative \_\_\_\_\_ Walk-in  
 \_\_\_\_\_ Employment Agency \_\_\_\_\_ Government Employment Agency \_\_\_\_\_ Other

Name of Source (if applicable)

**Unity National Bank does not discriminate** on any employment practice based on race, religion, color, sex, age, national origin, marital status, veteran's status, the presence of a non-job-related medical condition, or disability. No question on this application is intended to secure information, which could be of a discriminatory nature.

Name:

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

Present Address

\_\_\_\_\_  
 Street City State Zip Code

Telephone Numbers

( ) ( )

\_\_\_\_\_  
 Home Work

Previous Address

\_\_\_\_\_  
 Street City State Zip Code

Social Security Number

\_\_\_\_\_

Did we previously employ you? \_\_\_\_\_ Yes \_\_\_\_\_ No

o If yes, when? \_\_\_\_\_

Are you legally eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if the position requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been bonded? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of, plead guilty, or no contest to a felony offense? \_\_\_\_\_ Yes \_\_\_\_\_ No

o If yes, please explain \_\_\_\_\_

Were you in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

o If yes, what branch? \_\_\_\_\_

Are you available to work: \_\_\_\_\_ Full Time \_\_\_\_\_ Part time \_\_\_\_\_ Temporary \_\_\_\_\_ Shift work \_\_\_\_\_ Overtime

If an employment offer were made, on what date would you be available for work? \_\_\_\_\_

# Record of Employment

Please list most recent employment first.

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

(Please note if you have worked under a different name for any these previous employers.)

**I hereby give my permission to contact the employers listed above concerning my prior work experience.**

**Signed** \_\_\_\_\_

Please indicate any employers you do not wish us to contact. \_\_\_\_\_

Describe the skills and aptitudes you possess that would qualify you for a position with Unity National Bank.

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## Record of Education

SCHOOL	Name and Address of School	Course of Study	Dates Attended	Circle last year completed	List diploma or degree
High School/ Prep School		N/A	N/A	1 2 3 4	N/A
Trade/ Business School				1 2 3 4	
College				1 2 3 4	
Graduate Work/ Other ( <i>Specify</i> )				1 2 3 4	

### Foreign Languages

Language \_\_\_\_\_  
 Language \_\_\_\_\_

(Please circle)

Speak Read Write  
 Speak Read Write

### Fluency Level

Good Fair  
 Good Fair

## Personal References

Please list three references who are not former employers or relatives.

Name and Occupation	Address	Telephone	Years Known
1.			
2.			
3.			

Please list professional, trade, business, or civic associations and any offices held. (Exclude organizations which would reveal sex, race, religion, national origin, age, disability, veteran or other protected status.)

Organization	Offices Held

List special accomplishments, publications, and awards. (Exclude information which would sex, race, religion, national origin, age, disability, veteran or other protected status)

**PLEASE READ CAREFULLY BEFORE SIGNING THE APPLICATION**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Bank to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I authorize the Bank to investigate criminal court records and as a result I will be requested to complete an Authorization to Obtain Consumer Report and Investigative Consumer Report form.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. Because of amendments to the Fair Credit Reporting Act in 1997, I understand that extra procedures are required of the Bank. Thus, I will be notified as to those procedures if my application for employment necessitates a credit report. I further understand that any false information, misleading statements or omission of facts will be sufficient cause for rejection of my application if the Bank has not employed me and for immediate dismissal if the Bank has employed me.

I understand the Bank promotes an alcohol/drug free workplace. I agree to abide by the guidelines set forth in the Bank's alcohol/drug abuse policy. I understand it is the practice of the Bank to conduct pre-employment alcohol/drug testing and any offer of employment will be contingent upon successfully passing an alcohol/drug test. As such, by making application for employment I consent to alcohol/drug screening as directed by the Bank. I will comply with all rules, regulations, and policies set forth in the Bank's policy manual or other communications distributed by the Bank.

Further, I understand that I must immediately notify the Bank if I am convicted of, receive deferred adjudication in, or otherwise plead guilty or no contest to a felony, or any criminal offense involving dishonesty or a breach of trust or money laundering, while my application is pending or during my tenure as an employee of the Bank.

I understand that nothing in this employment application, in the Bank's policy statements or personnel guidelines, or in my communications with any Bank official is intended to create an employment contract between the Bank and me. I also understand that the Bank has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that the Bank employs individuals under the employment-at-will doctrine and that this is not subject to any changes. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Bank retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**For Personnel Department use only**

Interviewer Name	Comments

Employed Yes \_\_\_\_\_ No \_\_\_\_\_ Date of employment \_\_\_\_\_  
 Position \_\_\_\_\_ Department \_\_\_\_\_  
 Monthly Salary \_\_\_\_\_  
 Notes \_\_\_\_\_