



The Henry County Bank

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICANT INFORMATION

Last Name		First	M.I.	Today's Date : ___ / ___ / ___
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		Email		
Position Applied for :			Date Available To Start : ___ / ___ / ___	
How did you hear about this position?				
Have you ever been employed here before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes please give dates and position:				
Type of Employment desired: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>				
(Answering "yes" to either part of the following question does not constitute an automatic bar to employment. Factors such as dates of the offense, seriousness and nature of the violation, rehabilitation and the position applied for will be taken into account.)				
Have you ever pleaded "guilty" or "no Contest" to, or been convicted of, a crime? YES <input type="checkbox"/> NO <input type="checkbox"/>				
If so, please provide date(s) and details : _____ _____				
If you are under 18 and it is required, can you furnish a work permit? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Driver's License number required if driving may be required in the job for which you are applying: _____ State: _____				

EDUCATION

High School				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
Other				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES

Please list three business / work references that are not related to you. If not applicable, list three school or personal references who are not related to you.

Full Name	Relationship to you
Company	Phone ()
Address	
Full Name	Relationship to you
Company	Phone ()
Address	
Full Name	Relationship to you
Company	Phone ()
Address	

WORK EXPERIENCE

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Advancements or promotions:			
Skills used or learned:			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Advancements or promotions:			
Skills used or learned:			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			

From	To	Reason for Leaving
Advancements or promotions:		
Skills used or learned:		
MILITARY SERVICE		
Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		
DISCLAIMER AND SIGNATURE		
<p>I certify that all information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered on this application or during my interview, my application may be rejected and, if I am employed, my employment may be terminated at any time.</p> <p>I authorize, without reservation, the employer, its representatives, employees or agents to contact or obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all the other persons, corporations or organizations for furnishing such information about me.</p> <p>I understand that this employer does not unlawfully discriminate in employment and no questions on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.</p> <p>In consideration of my employment, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.</p> <p>I also understand that if I am hired, I will be required to provide proof of identity and the legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.</p> <p>I certify that I have read, fully understand and accept all terms of the foregoing Disclaimer.</p>		
Signature: _____		Date : ____ / ____ / ____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

HIRED: YES NO BRANCH: _____ RATE: _____ TITLE: _____