

# APPLICATION FOR EMPLOYMENT



**Equal Opportunity Employer:** In compliance with Federal, State and Local employment opportunity laws, Prospect Bank will consider all qualified candidates for employment without regard to race, color, religion, sex, sexual orientation, age, marital status, military status, certain unfavorable discharges from military service, protected veteran status, citizenship, ancestry, national origin, physical or mental handicap or disability, disability status, genetic information, or any other characteristic protected by law.

**Accommodations:** Consistent with the Americans with Disabilities Act, you may request accommodations needed to participate in the application process.

**Application Instructions:** Please print and fill out application completely – do not refer to resume. Incomplete applications may prevent you from being considered for employment. Applications will remain active for sixty (60) days.

Date of Application: \_\_\_\_\_ Position Desired: \_\_\_\_\_

Branch: \_\_\_\_\_



**Personal Information**

Name (Last, First, M.I.)		Willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address (include Mailing Address if different)		Home Telephone
City, State, Zip		Work Telephone
E-mail address	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contact:		
Name _____		
Relationship _____		
Telephone _____		
How did you learn about us? <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other Employee (specify) _____		
<input type="checkbox"/> Advertisement (specify) _____ <input type="checkbox"/> Employment Agency (specify) _____		
<input type="checkbox"/> Internet Website (specify which site) _____		
Prospect Bank is required to verify an employee's lawful right to work in the United States. If hired, will you be able to provide this required documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of any crime?* <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, give date of conviction and specific information: _____		
Are you registered, licensed, or certified? If so, has license, registration, or certification ever been revoked, suspended, or put on probation? If yes, please explain: _____		
As required by law, Prospect Bank will conduct periodic checks of the Office of Inspector General Sanctions List. Have you ever been sanctioned by the Office of Inspector General Sanctions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you now on the Office of Inspector General Sanctions List? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>*NOTE: You are not obligated nor will Prospect Bank ask you to disclose sealed or expunged records of convictions or arrests. Conviction does not necessarily disqualify an applicant from employment. The severity, pertinence and date of the conviction will all be considered.</b>		

## Employment History

**Instructions: List your last ten years of employment below, starting with your most recent employer. Attach additional sheets if necessary. Explain any gaps in employment at the end of the page. All information MUST be completed. You may not substitute a resume for this application, although a resume may be attached for additional information.**

### Employer

May we contact your current employer?  Yes  No      If no, please explain: \_\_\_\_\_

Employer Name		From (mo/yr)	To (mo/yr)	Employment was: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temp
Employer Address, City, State	Employer Telephone	Start Position	End Position	
Supervisor Name		Start Salary	End Salary	Are you currently employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties performed and skills used or learned:			Reason for leaving or looking for other employment:  _____ <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

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### Employment Desired and Hours Available

Position(s) Applying For	Date Available	Salary Desired
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Type of work desired  
**Please rank in order of preference, or mark N/A for "not applicable":**  
 Full-time                       Part-time, over 20 hrs per week  
 Part-time, under 20 hrs per week     Seasonal/Temporary (explain)

Hours available to work: *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Total hours available per week	Are you able to work beyond your assigned shift or work overtime if needed? * <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you now under any non-competition obligations, or do you have any other interest, which is inconsistent or in conflict with duties that may be assigned by Prospect Bank?     Yes     No

Have you ever <b>applied</b> with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	For What Position?	When?
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Have you ever been <b>employed</b> with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No	In What Position?	When?
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Do you have any relatives that are currently working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No	Who?	What Department?
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### Education

	Name of School City, State	Course of Study	Years Completed	Did you graduate?	Degree Earned
High School					
College/University					
Trade, Business, Correspondence School or Other					

Please list special skills and/or qualifications you possess that directly relate to the position for which you are applying, such as knowledge of software, computer programs, and machinery and/or other office equipment you operate:

Please list workshops, courses, certification, or training you have completed that directly relate to the position for which you are applying:

Why are you interested in Prospect Bank and/or this position?

**\* NOTE: You are not obligated nor will Prospect Bank ask you to disclose whether you might request time off during these hours for religious practices. Applicants who require an accommodation for religious practices will not be excluded from consideration or otherwise subject to discrimination.**

Gaps in Employment					
Dates		Explain gaps in employment longer than 30 days <input type="checkbox"/> Not Applicable			
From	To	Reason			
From	To	Reason			
From	To	Reason			
Other References					
Instructions: List four references you have known for at least one year. Do not list persons related to you or persons already listed in the Employment Section.					
	Name/Occupation	Address, City, State	Telephone	Years Acquainted	Relationship (Check all that apply)
1.					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
2.					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
3.					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
4.					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
Application Notification and Authorization					

**Read the following information carefully before signing below.**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of these facts may be grounds for rejection of this application, denial of employment or, if employed, for dismissal if subsequently discovered.

In connection with my application for employment with Prospect Bank, I understand that investigations and inquiries may be made concerning my background and qualifications, including but not limited to my past employment or employment references, education, credit history, criminal convictions and history, motor vehicle reports, and other inquiries. By signing this application/statement, I hereby authorize and release without reservation all parties, including Prospect Bank and its employees or representatives, from any and all claims, actions, suits and/or liabilities arising from the release or pursuit of any such information. I understand that this release does not operate to relieve any party of liability under applicable non-discrimination and fair employment practices laws. In the event ECBT uses an outside investigative consumer-reporting agency, Prospect Bank will notify me.

I understand that filling out this form does not indicate there is a position open and does not obligate Prospect Bank to hire me. If hired, I understand that I will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. In consideration of my employment, I agree to abide by the rules and regulations of Prospect Bank.

I understand and agree that, if hired, I will abide by the employment guidelines established by Prospect Bank including the guidelines on employee conduct. **As a condition of employment, I acknowledge that I received, read, and if hired, agree to strictly abide by Prospect Bank's Equal Employment Opportunity and Non-retaliation Policy and Sexual and Other Discriminatory Harassment Policy.** Conduct, whether intentional or unintentional, which results in the harassment of others, regarding race, color, religion, sex, age, national origin, sexual orientation, disability or any other protected characteristic as established by federal, state, and local law is illegal and will not be tolerated. Such conduct violates Prospect Bank policy and will result in disciplinary action, up to and including termination of employment.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*We appreciate your interest in our organization. Thank you for taking the time to complete this application.*