

**FIRST HERITAGE BANK**

**PO BOX 188, CENTRALIA KS 66415 (785) 857-3341**

**APPLICATION FOR EMPLOYMENT**

**PERSONAL:** Please complete the following information to the best of your ability. Please complete all fields. *Incomplete information could disqualify you from further consideration.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last Name, First Name, Middle Initial

Address \_\_\_\_\_

County of Residence \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Are you over 18 years old? \_\_\_ Yes \_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_ Yes \_\_\_ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever been terminated from employment or asked to resign by an employer? \_\_\_ Yes \_\_\_ No

If yes, please provide the employer's name and details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of any crime? \_\_\_ Yes \_\_\_ No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.**

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**EMPLOYMENT DESIRED**

Date you can start: \_\_\_\_\_ Hourly Rate/Salary desired: \_\_\_\_\_

Position desired: \_\_\_\_\_

Are you interested in \_\_\_ Full-Time or \_\_\_ Part-Time

Can you work any shift? \_\_\_ Yes \_\_\_ No

If no, please provide the times you are available: \_\_\_\_\_

Can you work overtime, including nights & weekends? \_\_\_ Yes \_\_\_ No

Are you currently employed? \_\_\_\_, If so, may we contact your present employer? \_\_\_ Yes \_\_\_ No

If you are offered employment, when would you be available to begin work? \_\_\_\_\_

**REFERRAL SOURCE**

How did you hear about us? \_\_\_\_\_

Have you applied to our company previously? \_\_\_ Yes \_\_\_ No If yes, when? \_\_\_\_\_

Have you ever worked for this company before? \_\_\_ Yes \_\_\_ No If yes, when? \_\_\_\_\_

Do you know anyone who works for our company? \_\_\_ Yes \_\_\_ No If yes, who? \_\_\_\_\_

**EDUCATION:** Please indicate education or training which you believe qualifies you for the position you are seeking.

High School Diploma or GED: \_\_\_ Yes \_\_\_ No; Number of Yrs. Completed (circle one) 1 2 3 4

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

College and/or Vocational School: \_\_\_ Yes \_\_\_ No; Number of Yrs. Completed (circle one) 1 2 3 4

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Major(s): \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

Other Training, Degrees or Certifications:

School(s): \_\_\_\_\_ City/State: \_\_\_\_\_

Major(s): \_\_\_\_\_ Degree/Cert. Earned: \_\_\_\_\_

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Awards, Honors, Special Achievements: \_\_\_\_\_

**APPLICANT’S SKILLS:**

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Please indicate with a check mark, your years of experience in the appropriate column, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience			Ability
	0-1	>1-5	> 5	
<input type="checkbox"/> Typing				1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, Etc.)				1 2 3 4 5
<input type="checkbox"/> Accounting/Bookkeeping				1 2 3 4 5
<input type="checkbox"/> Answering Telephones				1 2 3 4 5
<input type="checkbox"/> Filing				1 2 3 4 5
<input type="checkbox"/> Customer Service				1 2 3 4 5
Other _____				1 2 3 4 5
Other _____				1 2 3 4 5
Other _____				1 2 3 4 5

**PROFESSIONAL LICENSE OR MEMBERSHIP:**

Type of License(s)Held: \_\_\_\_\_

Other Professional Memberships: \_\_\_\_\_

(Please not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

**MILITARY HISTORY:**

Have you ever server in the United States Military? \_\_\_Yes \_\_\_No if yes, please provide additional information.

Branch \_\_\_\_\_ Rank in Military \_\_\_\_\_ Years of Service \_\_\_\_\_

Skills/Duties: \_\_\_\_\_

Related Details: \_\_\_\_\_

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**EMPLOYMENT HISTORY:** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Ending Pay Rate \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Final Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment: From (Mo/Yr) \_\_\_\_\_ To (Mo/Yr) \_\_\_\_\_ Final Salary \_\_\_\_\_

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Summarize the nature of work performed and job responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: \_\_\_\_\_

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**REFERENCES:**

**Professional:**

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

**Personal:**

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_

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**APPLICANT'S CERTIFICATION AND AGREEMENT**

FIRST HERITAGE BANK is an equal opportunity employer. FIRST HERITAGE BANK does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and no requested information has been concealed. I authorize FIRST HERITAGE BANK to verify their accuracy and to obtain reference information on my work performance. I authorize FIRST HERITAGE BANK to contact references provided for employment reference checks. I hereby release FIRST HERITAGE BANK from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I hereby authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause. Moreover, no agent, representative, or employee of First Heritage Bank, except in a specific written contract of employment signed on behalf of the organization by its President, has the power to alter or vary the voluntary nature of the employment relationship.

I hereby certify that I am not subject to a non-compete, no-solicitation or other work restricting agreement.

I understand that First Heritage Bank may review social media information during the application process.

***I HAVE CAREFULLY READ THIS CERTIFICATION & AGREEMENT AND I UNDERSTAND AND AGREE TO ITS TERMS.***

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

**THIS APPLICATION IS VALID FOR 60 DAYS FROM THE DATE SIGNED/DATED ABOVE.**