

missouribank

Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income.

Name: _____
Last Full First Name M.I. Jr., Sr., Etc

Social Security Number: _____ - _____ - _____

Home Phone #: (_____) _____ Work Phone #: (_____) _____

1) **Current** Address: _____ Apt.# _____ City: _____

County : _____ ST: _____ ZIP: _____ From: _____ To: _____

2) **Previous** Address: _____ Apt.# _____ City: _____

County : _____ ST: _____ ZIP: _____ From: _____ To: _____

3) **Previous** Address: _____ Apt.# _____ City: _____

County : _____ ST: _____ ZIP: _____ From: _____ To: _____

4) **Driver's License**: State: _____ Number: _____ Exp: _____

Address on Driver's License: _____

Name on Driver's License: Last _____ First _____ MI _____ Suffix _____

POSITION (S) APPLIED FOR _____

EMPLOYMENT HISTORY

1. Most Recent Employer: _____ Rate of Pay: _____ per _____

Address: _____ City/ST: _____ Phone# (_____) _____ - _____

Position: _____ Supervisor: _____

Dates Employed From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities: _____

2. Previous Employer: _____ Rate of Pay: _____ per _____

Address: _____ City/ST: _____ Phone# (____) ____ - _____

Position: _____ Supervisor: _____

Dates Employed From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities:

3. Previous Employer: _____ Rate of Pay: _____ per _____

Address: _____ City/ST: _____ Phone# (____) ____ - _____

Position: _____ Supervisor: _____

Dates Employed From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities:

4. Previous Employer: _____ Rate of Pay: _____ per _____

Address: _____ City/ST: _____ Phone# (____) ____ - _____

Position: _____ Supervisor: _____

Dates Employed From: _____ To: _____ Reason for Leaving: _____

Duties/Responsibilities:

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

Employer 1? Yes___ No___
Employer 2? Yes___ No___
Employer 3? Yes___ No___
Employer 4? Yes___ No___

Signed _____

EDUCATION

School	Name & Location / Address	Years Attended	Date Completed	Degree / Program
High School				
College				
Trade or Other				

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

GENERAL QUESTIONNAIRE – Please answer all questions

1) How were you referred here? _____ 2) Are you at least 18 Years of Age: Yes ___ No ___

3) What date will you be available to work? _____ 4) Do you have a valid Driver's License? Yes ___ No ___

5) Have you ever been convicted of a criminal offense? Yes ___ No ___ if yes, offense: _____

6) If #5 is yes, place of conviction: County: _____ State: _____ Mo/Yr: _____ - _____

7) List any special skills that qualify you for this position:

8) May we telephone you to follow up on this application at home? Yes ___ No ___

9) If yes, what is the best time to call?

10) May we telephone you to follow up on this application at work? Yes ___ No ___

11) If yes, what is the best time to call?

APPLICANT AUTHORIZATION

All information I have submitted in this application is true & correct to the best of my knowledge. I understand that false information will be cause for dismissal. I hereby authorize this company and ACS Data Search the right to process this application and to verify all information herein, including conducting a background check for Criminal Record, Police Record and Motor Vehicle record information. Additionally, I authorize all corporations, companies, academic institutions, law enforcement agencies, and current and former employers to release information they may have about me and release them from any liability or responsibility from doing so

I hereby state that I am a prospective employee and authorize this company or its agent(s) to obtain my abstract of driver record from the appropriate state agency, to be used exclusively by said company or its agent to determine whether I should be employed to operate a motor vehicle upon the public highways of the state and or for the purpose of underwriting insurance in connection with such employment. I further understand that no information contained in the driver record shall be divulged, sold, assigned, or otherwise transferred to a third person or party.

I authorize this company or agent to use electronic means, such as email, to communicate the contents of this release or report to company or agent.

I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

The undersigned agrees that this application and any information reports will remain the property of ACS Data Search. A photographic, faxed, or electronic copy of this authorization shall be as valid as the original.

Name: _____

Date: _____

Signature: _____



Name: _____ SSN: _____ - _____ - _____

Address: _____ City, St Zip: _____

Date of Birth: _____ - _____ - _____ (For Identification purposes only)

In compliance with the **FAIR CREDIT REPORTING ACT** this notice is to inform you that the processing of this application includes but is not limited to making any inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from Consumer Credit Reporting Agencies and obtaining credit information from other Credit institutions for the purpose of obtaining employment. A copy of this report will be mailed to you by the reporting credit bureau.

The undersigned is the person named above and hereby authorizes ACS Data Search to obtain such credit reports and information.

Signature of Applicant

Date Signed

Equal Employment Opportunity Pre-Employment Survey

Missouri Bank & Trust is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Missouri Bank & Trust invites applicants for employment to voluntarily self-identify their race and ethnicity. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement purposes. When reported, data will not identify any specific individuals.

Date _____

Position applied for: _____

Date Application Submitted: _____

Name: _____

Last

First

Middle

Sex: _____Female _____Male

Race/Ethnicity:

1) **Are you Hispanic or Latino** (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

_____ Yes

_____ No

2) **If you answered "No" to Question 1, please choose one and only one from the following list of races. Do not answer Question 2 if you chose "Yes" above.**

_____ **White**

(not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

_____ **Black or African American**

(not Hispanic or Latino) A persons having origins in any of the Black racial groups of Africa.

_____ **Native Hawaiian or other Pacific Islander**

(not Hispanic or Latino) A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Asian**

(not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ **American Indian or Alaska Native**

(not Hispanic or Latino) A person having origins in any of the original peoples of North or South America (including Central America) and who maintains tribal affiliation or community attachment.

_____ **Two or more races**

(not Hispanic or Latino) A person who identifies with more than one of the above five races.