

**Application for Employment** 

Last Name	First Name	Middle Name	
Address		Application Date	
City, State, Zip			
Home Phone	Cell Phone	Fax	
Email			
Social Security Number		Date of Birth	
Are you a citizen of the U.S. or can	you submit verification of your lega	I right to work in the U.S.?	Yes No
Upon receipt of a conditional offer States.	of employment, you must be able to	o subit verification of your legal right t	o work in the United
Position applying for		quirements	
First Date available		— —	art Time 🔲 Temp
Have you applied here before?	🗖 Yes 🗖 No 🛛 If Part tin	ne, Hours Available per week?	
If yes, when and where?			
Referral Source A Names of Friends or Relatives y		ent Agency 🔲 Walk-In 🔲 Frie	nd 🔲 Other
Have you ever been convicted	of a misdemeanor or felony?	🗖 Yes* 🗖 No	
If Yes, Please Explain:		*Yes will disqualify you from considerat	ion for employment
If hired, do you expect to have	additional job(s) elsewhere?	🗖 No 🗖 Yes, Where?	

It is our policy to provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected under federal, state, or local law. This form is designed to secure information that is job-related; no question in this application form is intended to secure information that will be used for any unlawful or discriminatory purpose.

Education					
	Field of Study;	Did you		Years A	ttended
Name & Location	Major/Minor	Graduate?	Type of Degree	From	То

Work History					
Most Recent First		Dates (Mo	onth/Year)		
Employer		From	То	Name Employed As	
Address				Position	
City/State/Zip		Salary		Duties	
Phone Number		Starting	Final		
Supervisor				Reason For Leaving	
Full/Part Time? 🔲 Full 🗖 Part 🗖 Temp		Weekl	y Hours		
May We Contact This Employer? 🗖 Yes 🗖 No					

		Dates (M	onth/Year)		
Employer		From	То	Name Employed As	
Address				Position	
City/State/Zip		Salary		Duties	
Phone Number		Starting	Final		
Supervisor				Reason For Leaving	
Full/Part Time? Definition Full Part Temp Weekly Hours					
May We Contact					

		Dates (M	onth/Year)		
Employer		From	То	Name Employed As	
Address				Position	
City/State/Zip		Sa	lary	Duties	
Phone Number		Starting	Final		
Supervisor				Reason For Leaving	
Full/Part Time? 🔲 Full 🗋 Part 🗋 Temp Weekly Hours					
May We Contact					

		Dates (M	onth/Year)		
Employer		From	То	Name Employed As	
Address				Position	
City/State/Zip		Sa	lary	Duties	
Phone Number		Starting	Final		
Supervisor				Reason For Leaving	
Full/Part Time? 🔲 Full 🗋 Part 🗖 Temp Weekly Hours					
May We Contact					

		Dates (Month/Year)			
Employer		From	То	Name Employed As	
Address				Position	
City/State/Zip		Salary		Duties	
Phone Number		Starting	Final		
Supervisor				Reason For Leaving	
Full/Part Time? 🔲 Full 🗋 Part 🗖 Temp Weekly Hours					
May We Contact					

Office Skills					
	Typing Speed	Excellent Customer Service	Accuracy		
	10-Key Experience	Basic Clerical & Processing	Flexible hours, including weekends &		
	Basic Math Skills	Bilingual is a plus	some holidays		
	Microsoft Office	Detail-oriented	Reliability		
	Cash Handling Organizational Skills				
	Other; Any other skills relevant to this position or others within the company. List:				

	Professional References					
Please provide at	Please provide at least two business or professional references below.					
Name	Title	Company Name & Address	Phone Number	Email		

## In case of emergency, please list contacts:

Name:	Address:
Relationship:	Phone Number:

## Please read carefully before signing:

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the references listed in this application, including personal and employment references, to provide you with all information pertinent to this application and I release all parties from liability for any damages that may result from the release of any information as a part of the employment verification process. I understand that my offer of employment is subject to a consumer credit report and criminal history check.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Pinnacle Bank and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon Pinnacle Bank unless made in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Pinnacle Bank, and that, if employed, my employment is at will and that I have the right to terminate my employment at any time for any reason and that Pinnacle Bank retains the same right.

I understand and agree that upon the event of employment, I will be expected to be candid and cooperative fully with any and all investigative efforts undertaken by Pinnacle Bank to resolve any customer or monetary transactions.

I understand and agree that in accordance with Federal Law, I must provide proof of identity and proof of eligibility to work in this country upon the event of employment.

## Signature of Applicant

Date

NOTE: If there are currently no job openings that are compatible with your qualifications and/or needs, then this application for employment will be retained for six months. After six months, future consideration will depend on reapplication.