

APPLICATION FOR EMPLOYMENT • COFFEE COUNTY BANK

AN EQUAL OPPORTUNITY EMPLOYER

In considering your application for employment, Coffee County Bank is neither interested nor prejudiced in any way because of your religion, nationality, color, sex, or age. In considering employees for advancement, it does not give consideration to any of these characteristics. Accordingly, we expect our employees to practice neither discrimination, nor to express prejudices, based on these factors. We are, however, interested in your character, personality, appearance, ability, experience, and overall qualifications for employment in this bank. With these thoughts in mind, please fill in the following questionnaire. If your answers require additional space, please request supplemental sheets.

Name	Last	First	Middle	Date
Address (No. and Street)		City	State	Zip Code
Telephone (Home)				
Previous Address (No. and Street)		City	State	Zip Code
Telephone (Work)				
Position Desired	Salary Desired	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time – Specify days and hours		Social Security No.

Introduced By: (Specify)

<input type="checkbox"/> Ad _____	<input type="checkbox"/> Other Agency or Group _____
<input type="checkbox"/> Employment Agency _____	<input type="checkbox"/> Bank Employee _____
<input type="checkbox"/> Other _____	

FORMER EMPLOYMENT

Account for all periods, including employment full-time, temporary, part-time, and unemployment, starting with most recent.

DATES		COMPANY	SUPERVISOR(S)	POSITION HELD AND DUTIES	SALARY	REASON FOR LEAVING
MONTH	YEAR					
From		Name			Begin	
To		Address			Ending	
From		Name			Begin	
To		Address			Ending	
From		Name			Begin	
To		Address			Ending	
From		Name			Begin	
To		Address			Ending	

Have you ever been discharged or requested to resign from a position? Yes No If so, explain _____

Does your present employer know of your plans to change employment? Yes No

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS	DATES ATTENDED (FROM-TO)	GRADUATED	COURSE OR MAJOR	GRADE AVG.
Grammar or Grade			<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business or Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Do you plan to continue education? Yes No

If so, do you have any outstanding applications to a school? Yes No If so, where _____

Physical: Describe any serious illness, injuries or disabilities _____

Total time lost from work/school during the last 12 months _____ Explain _____

Debts or financial obligations _____

Do you have any reason to believe you could not be bonded? Yes No

Describe your military service in the armed forces, if any _____

Please list any special training you have and/or machines on which you have skills _____

PRE-EMPLOYMENT STATEMENT – PLEASE READ CAREFULLY

“I understand that all employees of Coffee County Bank must be bonded, and therefore, I grant Coffee Count Bank, its agents, and employees the right to investigate all of the statements made in this application. Any information contained herein or acquired pursuant to said investigation may be disseminated to Coffee Count Bank, its agents, and employees for employment purposes. I understand that Coffee County Bank may conduct an investigation of my financial credit in connection with the review of this application, and I hereby grant permission to any employee and agent of Coffee County Bank to conduct such credit investigation without any prior notification to me. I agree to submit to a pre-employment physical examination by a company prescribed physician. In the event my application is accepted, I understand it is for no stated term, but the Bank will endeavor to offer continuous employment, subject to business conditions.

I hereby certify that the answers given by me to all questions on this application are, to the best of my knowledge and belief, true and correct, and that I have not knowingly withheld any facts or circumstances that would affect this application.”

Date

Applicant’s Signature