

## EMPLOYMENT APPLICATION

### **Employer Information**

Employer: First Heritage Bank  
Address: PO Box 188  
City/State/ZIP: Centralia, Kansas 66415  
Telephone: 785-857-3341

It is the policy of First Heritage Bank to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

### **Applicant Information**

Applicant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Number of years at this address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Driver's License (State/Number): \_\_\_\_\_

### **Emergency Contact**

Who should be contacted if you are involved in an emergency?

Contact Name: \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_

### **Position Questionnaire**

Job Position Applied For: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ per \_\_\_\_\_

Who referred you to our company? \_\_\_\_\_

Have you applied to our company previously?     Yes     No

If yes, when? \_\_\_\_\_

Are you at least 18 years old?     Yes     No

How will you get to work? \_\_\_\_\_

Are you willing to work any shift, including nights and weekends?  Yes  No

If no, please state any limitations: \_\_\_\_\_

If applicable, are you available to work overtime?  Yes  No

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

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

Are you able to perform the essential functions of the job position with or without reasonable accommodation?  Yes  No

What reasonable accommodation, if any, would you require? \_\_\_\_\_

Have you ever been convicted of any crime, including traffic violations?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

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

### **Applicant's Skills**

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

<b>Skill</b>	<b>Years of Experience</b>	<b>Ability</b>
<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

**Applicant Employment History**

List your current or most recent employment first.

Employer Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): \_\_\_\_\_

Employer Name: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Dates of Employment (Month/Year): \_\_\_\_\_

**Applicant's Education and Training**

College/University Name and Address: \_\_\_\_\_  
Did you receive a degree?  Yes  No  
If yes, degree received: \_\_\_\_\_

High School/ GED Name and Address: \_\_\_\_\_  
Did you receive a degree?  Yes  No  
If yes, degree received: \_\_\_\_\_

Other Training (graduate, technical, vocational):  
\_\_\_\_\_

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

Military Service:

Yes  No

If yes, branch of service: \_\_\_\_\_

Specialized Training: \_\_\_\_\_

**References**

List two people who would be willing to provide a reference for you.

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

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Additional Information**

Please provide any other information that you believe should be considered

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

**CERTIFICATION**

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination. I authorize First Heritage Bank to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education. If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its President, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. 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 HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE