



**APPLICATION FOR EMPLOYMENT**

It is the policy of BankORION to provide equal opportunity with regard to all terms and conditions of employment. The bank complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Name \_\_\_\_\_

Phone \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position Applying for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Availability Full time \_\_\_\_\_ Part time \_\_\_\_\_ Other \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here before? No \_\_\_\_\_ Yes \_\_\_\_\_ Dates \_\_\_\_\_

Do you have a legal right to be employed in the U.S.? Yes \_\_\_\_\_ (proof is required) No \_\_\_\_\_

Are you of legal age to work? Yes \_\_\_\_\_ (proof is required) No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

**WORK HISTORY**

List the most recent employer first. Use additional pages if necessary.

1. Company Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact? \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employment dates (month/year) \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

2. Company Name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact? \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Employment dates (month/year) \_\_\_\_\_ to \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

3. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact? \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Employment dates (month/year) \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

4. Company Name \_\_\_\_\_ Phone \_\_\_\_\_  
May we contact? \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Employment dates (month/year) \_\_\_\_\_ to \_\_\_\_\_  
Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

*High School:*

Name and location \_\_\_\_\_ Course of study \_\_\_\_\_

Did you graduate? Yes \_\_\_ No \_\_\_ Degree or Diploma \_\_\_\_\_

*College:*

Name and location \_\_\_\_\_ Course of study \_\_\_\_\_

Did you graduate? Yes \_\_\_ No \_\_\_ Degree or Diploma \_\_\_\_\_

*Other training:*

Name and location \_\_\_\_\_ Course of study \_\_\_\_\_

Did you graduate? Yes \_\_\_ No \_\_\_ Degree or Diploma \_\_\_\_\_

**PERSONAL REFERENCES**

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_ Years Known: \_\_\_\_\_

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF BankORION EMPLOYS ME, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE BANK'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE BANK'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE BANK. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE PRECEDING.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# PRE-NOTIFICATION OF BACKGROUND INQUIRY

I hereby authorize any and all law enforcement agencies to release a copy of any arrest record that I may have to BankORION or its agent, Trans Union Corporation. By doing so, I release any law enforcement agency and all individuals connected therewith from any and all liability.

This inquiry likely will concern itself with any and all of the following: An applicant's criminal history (if any), driving record, and/or prior work history. BankORION reserves the right to consider an inquiry of this type to be made at a future date, should you remain in our employ. In any instance, when an inquiry of the type is made, now or in the future, the scope, nature and results of such inquiry will be made available to the applicant upon written request.

I also understand that an inquiry into my credit history will be conducted. I further acknowledge receipt of the notice entitled, "A Summary of Your Rights Under the Fair Credit Reporting Act."

A photocopy of this authorization and release shall be considered as effective and valid as the original. I hereby authorize BankORION to make the above inquiries.

Please print the following data:

Full Legal Name: \_\_\_\_\_

Addresses for the last five years: \_\_\_\_\_

\_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information requested above is done so for the purpose of conducting a pre-employment background investigation only. BankORION is an equal opportunity employer. It is our policy to provide employment without regard to age, race, religion, color, national origin, sex, marital status or disability.*