

CITIZENS BANK

APPLICATION FOR EMPLOYMENT

Disclaimer: We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability, or any other factor prohibited by law or regulation. No question on this application is intended to secure information to be used for such discrimination.

PERSONAL

Full Name _____ S.S.N. _____

Street Address _____ Cell # _____

City/State/Zip _____

Email Address _____ Home # _____

Date of Birth _____; if you are less than 18 years of age, list your age _____

If under 18, name and address of parent or guardian _____

Emergency Contact _____ Phone # _____

How were you referred to us? _____

PLACEMENT

Do you have any previous banking experience? _____

Type of position you are seeking? _____

When could you begin employment? _____

What type of employment are you applying for (check any that apply)?

(1) Temporary – part-time (2) Temporary – full-time (3) Regular – part-time (4) Regular – full-time

What position are you applying for? _____

Please list any special training, skills, or experience you may have, or equipment operated.

EDUCATION (a resume may be attached in lieu of this information)

Type of School	Name and Address of School	Did you graduate?	Major Course of Study And Degree Granted
High School	_____	Yes <input type="checkbox"/>	_____
	_____	No <input type="checkbox"/>	_____
	_____		_____
College	_____	Yes <input type="checkbox"/>	_____
	_____	No <input type="checkbox"/>	_____
	_____		_____
Other (Specify)	_____	Yes <input type="checkbox"/>	_____
	_____	No <input type="checkbox"/>	_____
	_____		_____
Other (Specify)	_____	Yes <input type="checkbox"/>	_____
	_____	No <input type="checkbox"/>	_____
	_____		_____

EMPLOYMENT HISTORY (a resume may be attached in lieu of this information)

Please list employment history in chronological order with most recent position first.

Present or Last Employer _____ Name/Title of Supervisor _____
 Address _____ Phone No. _____
 Dates: From _____ TO _____ Salary \$ _____
 (month & year) (month & year) (Beginning) (End)
 Starting Position _____ Ending Position _____
 Type of Work _____
 Reason for Leaving _____

Previous Employer _____ Name/Title of Supervisor _____
 Address _____ Phone No. _____
 Dates: From _____ TO _____ Salary \$ _____
 (month & year) (month & year) (Beginning) (End)
 Starting Position _____ Ending Position _____
 Type of Work _____
 Reason for Leaving _____

May we contact your previous employers? Yes No If not why? _____

REFERENCES (a resume may be attached in lieu of this information)

Please list persons whom we may contact who know your qualifications.

Name	Address	Telephone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL INFORMATION (a resume may be attached in lieu of this information)

Please describe the skills and aptitudes that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, special training, and skills which are pertinent to this position. You are not required to list activities which may disclose your race, color, religion, or national origin.)

Have you ever been convicted of a criminal offense (excluding minor traffic offenses)? Yes No
If yes, please describe in full and dates. _____

Are you a United States Citizen? Yes No
If not, please indicate the type of alien certification you have, as required for work by federal law. _____

DISCLOSURE STATEMENTS

- (1) We make no promise of employment by offering this application form or accepting your written response.
- (2) Any employment we may offer you will be terminable at will. This means you can quit at any time. It also means we can terminate you at any time, with or without cause.
- (3) By completing this application and signing below, you authorize us to investigate your qualifications and to make inquiries about you generally. You also authorize us to share this application and its contents with our employees and any outside agencies or representatives we deem appropriate. If there is anyone you do not want us to contact, you must tell us in writing.
- (4) By signing below, you are affirming that the statements you have made on this application, plus any additional written or oral information you provide to us about yourself (such as a resume or interview) are true, and that you have not omitted anything about yourself that might be important to us in deciding whether to hire you. You understand that any false statement or material omission is sufficient grounds for us to reject this application without further consideration.

APPLICANT CONSENT

By signing below, I authorize Citizens Bank or their designee to perform a criminal background check/employee screening search, which may include information as to my character, general reputation, police record, personal characteristics, and mode of living. I have the right to request that Citizens Bank completely and accurately disclose to me the nature and scope of the investigation requested. My request must be made within a reasonable time after I have completed this application. I also consent to any initial and/or periodic ongoing drug testing.

I acknowledge that I have read the foregoing disclosure and consent statements, and I understand my rights.

APPLICANT SIGNATURE

DATE