

An EEO
Employer/Vet/
Disabled

APPLICATION FOR EMPLOYMENT

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Wilson & Muir Bank & Trust Co. considers all qualified applicants for employment without regard to race, , color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, protected veteran status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in Wilson & Muir Bank & Trust Co

Date: _____

PERSONAL INFORMATION

Name _____
Last First Middle Initial Social Security No. _____
Present Address _____
No. Street City State Zip Home or nearest phone _____
How long have you lived at the above address? _____
Previous Address _____
No. Street City State Zip How long did you live there? _____
Are you over age 18? ☐ Yes ☐ No If no, employment is subject to verification that you are of minimum legal age.
Are you legally eligible to work in the U.S.? ☐ Yes ☐ No

EMPLOYMENT INFORMATION

Position applying for _____ Date available for work _____
What salary or pay rate do you expect? _____
Type of employment ☐ Full Time ☐ Part Time ☐ Temporary
What days and hours are you available to work? Days _____ Hours _____
Have you ever applied for a job with us before? ☐ Yes ☐ No When? _____
Have you ever been warned, disciplined, or discharged for violating company rules? ☐ Yes ☐ No If so, state reason and date.

Have you ever been accused of stealing as an adult? ☐ Yes ☐ No If so, explain.

Do you use illegal drugs? ☐ Yes ☐ No
Does your present employer know of your plans to change employment? ☐ Yes ☐ No Why do you desire to make a change?

Have you ever held a position of trust (handling money or confidential material)? ☐ Yes ☐ No
Do you have steady transportation to work? ☐ Yes ☐ No
Have you ever been discharged or asked to resign? ☐ Yes ☐ No
Are there any other experiences, skills, or qualifications you have that specifically relate to working here? _____

Do you have any friends or relatives that currently work here? ☐ Yes ☐ No Name _____
Are you aware of and understand the essential functions of the job for which you are applying? ☐ Yes ☐ No

EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE, BUS., OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (such as business, technical, or banking school). Include study courses given through public or private employment. State whether degree or certificate received.

PRIOR WORK RECORD (Start with most recent or present employer.)		
1) Name & Address of Most Recent Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
2) Name & Address of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
3) Name & Address of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
4) Name & Address of Employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

REFERENCES (DO NOT LIST RELATIVES.)			
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit bureau of your choice. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. Such an inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. **I understand that employment at Wilson & Muir Bank & Trust Co. is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.**

Signature of Applicant

Date