

ADVANTAGE BANK
(405) 419-1000
PO Box 70
SPENCER, OK 73084
HR DIRECTOR: DANITA R HAYES

Application for Employment

In compliance with Federal and Oklahoma equal employment opportunity laws, qualified applicants are considered for all positions applied for without regard to race, color, religion, sex, national origin, age, marital or veteran status, or protection under the Americans With Disabilities Act.

A NEW APPLICATION WILL BE REQUIRED TO BE CONSIDERED FOR OPPORTUNITIES ARISING AFTER 90 DAYS.

DATE: ____/____/____

NAME OF APPLICANT: _____

POSITION APPLIED FOR: _____
(Please be specific. "Anything" or "Whatever is Available" will not be considered.)

Applicant's Statement Please Read Before Signing

If you have any questions regarding this statement, please ask before signing.

I certify that answers in this Application are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment, financial history (including an investigative credit report) and other related matters as you may deem appropriate in arriving at a decision on my application. I expressly authorize you to make inquiry respecting my record with Federal, State, and local law enforcement authorities including, but not limited to, the FBI, OFAC, OSBI, and Federal and State financial regulators. I hereby release employers, schools, law enforcement and governmental authorities, and all other persons from all liability in responding to inquiries in connection with my application. I understand that no inquiry into my medical, health or workers' compensation record has been or will be made prior to being offered employment.

If you employ me, I understand that false, incomplete or misleading information given in my application or interview(s) may result in discharge. I also agree to conform to the policies, guidelines, code of ethics, rules and regulations of the Advantage Bank including those barring illegal drug usage. I understand and agree that my employment would be "at will" and that my employment and compensation could be terminated, with or without notice, at any time, at the option of either you or me.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

For Human Resources Department Use Only

Arrange Interview Yes No Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary \$ _____ Department _____

Referral Source: Advertisement Friend Relative Walk-in
 Employment Agency Other _____

Name _____
LAST FIRST MIDDLE

Present Address _____

How long have you lived at the above address? _____

If less than 6 months, previous address _____

Telephone (_____) _____ Social Security Number _____

Are you under 18? Yes No

Have you made an application here before? Yes No If yes, give date(s) _____

Have you ever been employed here before? Yes No If yes, give date(s) _____

Are you employed now? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes No
(Proof of citizenship or immigration status will be required upon employment).

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary?

If part time, check days/hours available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM
	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM
To	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM	<input type="checkbox"/> AM
	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM	<input type="checkbox"/> PM

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Veteran of the U.S. military service? Yes No

Are you presently in the military? Yes No Active Reserve

List any professional, civic, or trade activities and offices held (you may exclude those which reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

Employment Experience

List each position held. Start with your present status. Include multiple jobs held at the same time. Include active duty military service assignments. Include any period of unemployment. There must be no gaps in this chronology. Additional page(s) may be added.

Employer or Status:	Phone: ()	From:	To:
Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	
Employer or Status:	Phone: ()	From:	To:
Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	
Employer or Status:	Phone: ()	From:	To:
Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	
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Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	
Employer or Status:	Phone: ()	From:	To:
Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	
Employer or Status:	Phone: ()	From:	To:
Address:	City, State, Zip:	Position:	
Duties:		Supervisor's Name:	
		Starting Salary/Wages:	
Reason for Leaving:		Final Salary/Wages:	

Have you ever been bonded by an employer? Yes No
 Have you ever been refused a bond or had a bond cancelled? Yes No
 Have you ever been convicted of a criminal offense (felony or misdemeanor) [other than minor traffic or parking violations]? Yes No

If the position calls for driving a company vehicle, have you had a moving violation in the past 12 months? Yes No

Have you ever pleaded guilty or no contest to a criminal offense (felony or misdemeanor) involving dishonesty or a breach of trust (regardless of whether sentence was deferred or suspended or the conviction expunged)? Yes No

If the position calls for driving a company vehicle, have you ever pleaded guilty or no contest to a charge of driving under the influence of alcohol or drugs or of driving while impaired (regardless of whether sentence was deferred or suspended or the conviction expunged)? Yes No

Are you or have you been in the preceding five years the subject of any disciplinary or administrative proceeding by any federal or state agency which regulates or insures financial institutions? Yes No

Do you have written verbal skills in any language other than English? Yes No
 Please list language(s) _____ and level of proficiency _____.
 _____ and level of proficiency _____.
 _____ and level of proficiency _____.

Education

	High School	Trade or Business School	College/University	Graduate/Professional
School name:				
Years completed (circle):	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree/GPA:				
Describe course of study:				
Describe specialized training, apprenticeship, skills, and extra-curricular activities:				

Helpful Banking Skills

The following are certain skills which are widely used in various areas of the bank. Not all are necessarily essential job skills. Check the items at which you are proficient or give length of experience in terms of months. If you have training in a skill but no experience, write the word "Training" after the skill.

Calculator Copier Fax Teller Machine
 Typewriter WPM ATM (servicing and balancing) Switchboard
 Personal Computer: _____ Operating System: _____
Software (indicate level of proficiency: 0=None, 1=Low, 5=High):
 MSWord Other: _____
 Excel _____
 Access _____
 Paradox _____
 LaserPro _____

If you are selected for an interview, a list of essential job functions will be reviewed with you at that time.

Personal/Professional References		Do not include family members or past supervisors	
Name	Phone Number	Best Time to Call	Occupation

You may attach a resumé as a supplement to this application.