



**MONROE BANK
APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER**

All applicants are considered for employment without regard to race, color, national origin, citizenship, religion, gender, age, sexual orientation, marital or veteran's status or any medical, mental or physical handicap or disability that will not adversely affect the safe and satisfactory performance of the essential functions of the job.

POSITION APPLIED FOR: _____

PERSONAL INFORMATION

NAME _____ DATE _____

(First) (Preferred) (Middle Initial) (Last)

STREET ADDRESS _____ CITY, STATE, ZIP _____

TELEPHONE (Home) _____ (Business) _____

CELL PHONE/PAGER _____ E-MAIL ADDRESS _____

HOURS TO CONTACT _____ SOCIAL SECURITY # _____

Have you ever filed an application here before? _____ Yes _____ No

Have you ever been employed here before? _____ Yes _____ No

If the answer to either question above is yes, please give date: _____

Are you employed now? _____ May we contact your present employer? _____

AVAILABILITY

On what date would you be available for work? _____

Are you looking for part-time or full-time? _____

How many hours per week would you like to work? _____

List the hours and days of the week you are available to work (Monday - Saturday): _____

CRIMINAL RECORD

(NOTE: A guilty plea to, or conviction of, a crime or a pending charge is not an automatic bar to employment; all circumstances will be considered.)

Have you ever pled guilty to, or been convicted of a crime? _____ Yes _____ No

If yes, give date and state the nature of the charges: _____

Name or location of court where pending: _____

EDUCATION AND TRAINING

	HIGH	COLLEGE	GRADUATE	TRADE
SCHOOL NAME				
YEARS COMPLETED	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
DEGREE RECEIVED Y/N				
TYPE OF DEGREE & FIELD				

Did you receive a G.E.D. in lieu of a high school diploma? _____ Yes _____ No

Honors received _____

Extracurricular activities _____

List the computer hardware and software you have used _____

EMPLOYMENT HISTORY

(NOTE: List present or most recent employer first and continue in reverse chronological order, including self-employment. Please provide complete employment history; DO NOT write "SEE RESUME." If you need additional space, please continue on a separate piece of paper.)

1. EMPLOYER _____ TELEPHONE _____
ADDRESS _____
JOB TITLE _____
DATES EMPLOYED FROM (Month/Year) _____ TO (Month/Year) _____
PAY RATE START _____ FINISH _____ SUPERVISOR _____
MAY WE CONTACT FOR REFERENCE? _____
REASON FOR LEAVING _____
WORK PERFORMED _____

2. EMPLOYER _____ TELEPHONE _____
ADDRESS _____
JOB TITLE _____
DATES EMPLOYED FROM (Month/Year) _____ TO (Month/Year) _____
PAY RATE START _____ FINISH _____ SUPERVISOR _____
MAY WE CONTACT FOR REFERENCE? _____
REASON FOR LEAVING _____
WORK PERFORMED _____

3. EMPLOYER _____ TELEPHONE _____
ADDRESS _____
JOB TITLE _____
DATES EMPLOYED FROM (Month/Year) _____ TO (Month/Year) _____
PAY RATE START _____ FINISH _____ SUPERVISOR _____
MAY WE CONTACT FOR REFERENCE? _____
REASON FOR LEAVING _____
WORK PERFORMED _____

4. EMPLOYER _____ TELEPHONE _____
ADDRESS _____
JOB TITLE _____
DATES EMPLOYED FROM (Month/Year) _____ TO (Month/Year) _____
PAY RATE START _____ FINISH _____ SUPERVISOR _____
MAY WE CONTACT FOR REFERENCE? _____
REASON FOR LEAVING _____
WORK PERFORMED _____

SPECIAL TRAINING, SKILLS AND QUALIFICATIONS _____

COMMENTS (Including explanation of any gaps in employment): _____

WORK REFERENCES

(Please list only those people who have direct knowledge of your present or past work performance.)

1. NAME OF REFERENCE _____ TELEPHONE _____
ALTERNATE TELEPHONE NUMBER _____
OF YEARS KNOWN _____ DATES KNOWN (FROM – TO) _____
NATURE OF WORK RELATIONSHIP (Supervisor, subordinate, coworker) _____

2. NAME OF REFERENCE _____ TELEPHONE _____
ALTERNATE TELEPHONE NUMBER _____
OF YEARS KNOWN _____ DATES KNOWN (FROM – TO) _____
NATURE OF WORK RELATIONSHIP (Supervisor, subordinate, coworker) _____

3. NAME OF REFERENCE _____ TELEPHONE _____
ALTERNATE TELEPHONE NUMBER _____
OF YEARS KNOWN _____ DATES KNOWN (FROM – TO) _____
NATURE OF WORK RELATIONSHIP (Supervisor, subordinate, coworker) _____

APPLICANT CERTIFICATION AND RELEASE

I hereby certify that all of the information provided by me in this application (or other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by Monroe Bank that such employment with Monroe Bank is at will, for no specified duration and may be terminated by either Monroe Bank or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of Monroe Bank or its representatives used during the employment process is deemed a contract of employment, real or implied.

I authorize Monroe Bank to do a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit and criminal convictions. I authorize schools, former employers and supervisors to provide any and all information pertinent to my being considered for employment. I hereby release any individual, agency, and Monroe Bank from all claims or liabilities whatever that may arise from the disclosure of such information.

I understand and agree that prior to my employment, or from time to time during the course of employment, I may be required, to the extent permitted by law, to take a drug or alcohol screen or similar test or examination as a condition of hiring or continued employment.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

This agreement is the whole agreement of the parties concerning the subject matter hereof and supersedes and replaces any existing agreement between Monroe Bank and the employee relating generally to the same subject matter.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

SIGNED _____ DATE _____



APPLICANT FLOW INFORMATION

Applicants are considered for employment, and employees are treated during employment, without regard to race, color, national origin, citizenship, religion, gender, age, sexual orientation, marital or veteran status, or any medical condition or physical handicap that will not adversely affect the safe and satisfactory performance of one's job.

So that we can assure compliance with all federal, state, and local civil rights statutes and regulations, we must be aware of the minority and gender composition of those who apply for jobs with this Bank. Solely to help us in this endeavor, we request your cooperation in completing this form.

Completion of this form is **strictly voluntary**. Please be assured that this form will be detached from your application *prior* to any consideration of your employment and will be maintained in a **confidential file** separate from your application and your personnel file should you be hired.

Date _____

Position(s) applied for _____

Referral Source: Walk-In _____
Advertisement _____
Monroe Bank Website _____
Agency (name) _____
Current Employee (name) _____
Civil Rights Organization (name) _____
Other (specify) _____

Sex: _____ Male _____ Female

Race/Ethnic Group:

_____ Hispanic or Latino
_____ White (Not Hispanic or Latino)
_____ Black or African American
_____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
_____ Asian (Not Hispanic or Latino)
_____ American Indian or Alaska Native (Not Hispanic or Latino)
_____ Two or More Races (Not Hispanic or Latino)

Veteran Status:

_____ Veteran of the Vietnam Era
_____ Special Disabled Veteran
_____ Recently Separated Veteran
_____ Other Protected Veteran

Name (Signed)

Name (Printed)

MONROE BANK
FAIR CREDIT REPORTING ACT DISCLOSURE AND
BACKGROUND CHECK RELEASE

As part of the employment process, Monroe Bank has chosen to obtain a consumer credit report and a criminal record check, on applicants for employment. These checks are performed under the federal Fair Credit Reporting Act to ensure a safe working environment. Additionally, Monroe Bank may conduct further criminal record and motor vehicle record checks or obtain other consumer reports, including investigative consumer reports that include information as to your character, general reputation, personal characteristics, and mode of living, at certain times during employment, such as when employees are evaluated, or when employees apply for transfer or promotion. If an investigative consumer report is prepared, you have the right to request in writing complete and accurate disclosure of the nature and scope of the information requested and a summary of your rights as a consumer under the Fair Credit Reporting Act.

AUTHORIZATION AND RELEASE

I acknowledge receipt of this notice and authorize Monroe Bank, and its agents to obtain consumer reports on me, including criminal record, and motor vehicle record checks or investigative consumer reports that may include information as to my character, general reputation, personal characteristics, and mode of living, for employment purposes at any time during my employment or as part of Monroe Bank's pre-employment background investigation. I understand that this consumer report will be obtained under the federal Fair Credit Reporting Act and will be used to determine my suitability for employment.

I understand that Monroe Bank requires me to consent to the consumer report and provide certain identifying information to facilitate the record check process as a condition of employment. I also understand that failure to consent to credit, criminal record or motor vehicle record checks or other consumer reports, including investigative consumer reports, will result in ineligibility for employment or termination of employment.

I authorize any person, organization, governmental authority, or other party to release and disclose information and cooperate in the obtaining and producing of consumer reports on me. If I am hired, this authorization shall remain valid and shall serve as an ongoing authorization for Monroe Bank and its agents to obtain consumer reports on me, including criminal record and motor vehicle record checks, for employment purposes at any time during my employment. I understand that if an investigative consumer report is prepared, I have the right to request in writing complete and accurate disclosure of the nature and scope of the information requested and a summary of my rights as a consumer under the Fair Credit Reporting Act.

FCRA DISCLOSURE

This is to inform you that as part of processing your application, a consumer report may be obtained for employment purposes.

APPLICANT INFORMATION: *(Please print all information)*

LAST NAME: _____ FIRST: _____ MIDDLE: _____

MAIDEN: _____ OTHER NAME(S) USED: _____

SOCIAL SECURITY NO.: _____ DATE of BIRTH: _____ MALE: _____ FEMALE: _____

CURRENT ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

HOW LONG AT THIS ADDRESS _____ (YEARS)? County: _____

PREVIOUS ADDRESS: _____
STREET ADDRESS CITY STATE ZIP

HOW LONG AT THIS ADDRESS _____ (YEARS)? County: _____

SIGNATURE: _____ **DATE:** _____