

# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

It is the policy of Magna Bank to provide equal employment opportunities to qualified applicants without regard to race, color, religion, national origin, gender, disability, age, veteran status or any other status protected by law.

This application will remain valid till the specific position you are applying for has been filled, after which it shall be void. You must complete your own application. To be valid it must be signed by you.

Applicants must be specific as to which open position they are applying for to be considered for employment. If applicant is not specific as to the position they are applying for, the application shall be void.

**Name** \_\_\_\_\_  
*Last First Middle*

**Social Security #** \_\_\_\_\_ **Today's Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Position(s) Applying For** \_\_\_\_\_ **Salary Requirements: \$** \_\_\_\_\_

**Type of Work Desired**    Full-time    Part-Time    Temporary

**Date Available For Work** \_\_\_\_\_ **Days/Hours Available** \_\_\_\_\_

**Are you under the jurisdiction of any employment contracts with your current or any former employer?**  
 Yes    No   If yes, please explain \_\_\_\_\_

**How did you find out about employment opportunities with Magna Bank?**

- Unsolicited direct inquiry by me
- Friend or relative (not a Magna Bank employee) informed me
- Newspaper
- Internet
- Magna Bank employee informed or recruited me. If so, who? \_\_\_\_\_
- Other \_\_\_\_\_

**Address** \_\_\_\_\_  
*Street Address City State Zip Code*

**Phone** (\_\_\_\_) \_\_\_\_\_ **Alternate Phone** (\_\_\_\_) \_\_\_\_\_

**Previous Name(s) Known By** \_\_\_\_\_ **Email** \_\_\_\_\_

**Have you previously applied for employment with Magna Bank or 1<sup>st</sup> Trust Bank?**    Yes    No

If yes, Date Applied \_\_\_\_\_

**Have you ever been employed with Magna Bank or 1<sup>st</sup> Trust Bank?**    Yes    No   If yes, Dates Employed \_\_\_\_\_

**If under the age of 18, can you furnish a work permit?**    Yes    No

**Are you legally eligible for employment in the U.S.?**    Yes    No

(Proof of U.S Citizenship or immigration status will be required upon employment)

**Have you ever been convicted of a crime or entered into a pretrial diversion or similar program with respect to a criminal offense involving an act of dishonesty, a breach of trust, money laundering or any illegal drug charges?**    Yes    No    Not Sure

If yes, please explain: \_\_\_\_\_

**Have you ever been terminated from an employer or have been asked to resign?**    Yes    No

If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY** (Account fully for your time, employed and unemployed.)

<b>Current/most recent Employer</b>		<b>Employed From</b>	<b>Employed To</b>
<b>Starting Position</b>		<b>Starting Salary: \$</b>	
		<b>Ending Salary: \$</b>	
<b>Address (street, city, state, zip)</b>			
<b>Supervisor Name</b>	<b>Supervisor Title</b>	<b>Phone</b>	<b>May we contact?</b>
<b>Your duties &amp; responsibilities</b>		<b>Reason for Leaving</b>	

<b>Past Employment: Employed by</b>		<b>Employed From</b>	<b>Employed To</b>
<b>Starting Position</b>		<b>Starting Salary: \$</b>	
<b>Ending Position</b>		<b>Ending Salary: \$</b>	
<b>Address (street, city, state, zip)</b>			
<b>Supervisor Name</b>	<b>Supervisor Title</b>	<b>Phone</b>	<b>May we contact?</b>
<b>Your duties &amp; responsibilities</b>		<b>Reason for Leaving</b>	

<b>Past Employment: Employed by</b>		<b>Employed From</b>	<b>Employed To</b>
<b>Starting Position</b>		<b>Starting Salary: \$</b>	
<b>Ending Position</b>		<b>Ending Salary: \$</b>	
<b>Address (street, city, state, zip)</b>			
<b>Supervisor Name</b>	<b>Supervisor Title</b>	<b>Phone</b>	<b>May we contact?</b>
<b>Your duties &amp; responsibilities</b>		<b>Reason for Leaving</b>	

**EDUCATION**

<b>NAME AND ADDRESS</b>	<b>DID YOU GRADUATE?</b>	<b>GRADE POINT AVERAGE</b>	<b>COURSE OF STUDY/ DEGREE OBTAINED</b>
<b>High School</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Still Attending		
<b>College</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Still Attending		
<b>Other</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Still Attending		



***BACKGROUND INFORMATION***

***PLEASE COMPLETE THE FOLLOWING BACKGROUND INFORMATION NEEDED IN ORDER TO CONDUCT THE INVESTIGATION.***

**Numbers of years at present address? \_\_\_\_\_ Please list any previous addresses for last 10 years.**

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**Previous Address** \_\_\_\_\_  
*Street City State Zip Code*

**WORK REFERENCES**

<u>Name</u>	<u>Position Title</u>	<u>Telephone</u>	<u>Years Known</u>
_____	_____	( )	_____
_____	_____	( )	_____
_____	_____	( )	_____

**AFFIRMATIVE ACTION FORM**  
*(Confidential – for Statistical Use Only)*

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran-status, sexual orientation, or any other classification protected by Federal, State or Local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is voluntary and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. Please return this page with your application.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_  
*Last First Middle*

**HOME ZIP CODE** \_\_\_\_\_ **LOCATION** \_\_\_\_\_ **SOCIAL SECURITY #** \_\_\_\_\_

**POSITION(S) APPLYING FOR** \_\_\_\_\_

**REFERRAL SOURCE:**     Employee Referral                       Relative                       Walk-In                       Advertisement  
                                  School     Agency                       Recruiter                       Other \_\_\_\_\_

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**GENDER**                       Male                       Female                      **DATE OF BIRTH** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**MARITAL STATUS**     Single     Married

**RACE/ETHNIC GROUP:**

- Please check one of the descriptions below corresponding to the ethnic group with which you most identify.
- Hispanic or Latino
  - White
  - African American/Black
  - Native Hawaiian/Other Pacific Islander
  - Asian
  - American Indian or Alaska Native
  - Two or More Races

**CHECK IF APPLICABLE**

- Vietnam Era Veteran     Disable Veteran     Veteran of other Era     Disabled Individual

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**FOR OFFICE USE ONLY:**

*Race missing or unknown – applies to Applicants only, where an application that is received without any racial or ethnic identification and no further contact is made with the applicant.*

*Date Hired* \_\_\_\_\_ *Position* \_\_\_\_\_