

APPLICATION FOR EMPLOYMENT

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION FORM.

This bank is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reasons of race; color; religion; sex; National origin; age; Veteran/Reserve, National Guard status; marital status or disability. No question in this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The bank at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond and the bank may be unable to offer employment.

Please complete this form carefully in your own handwriting. Replies to all questions will be held in strictest confidence. If your answers or statements require additional space, obtain supplemental sheets from personal receptionist.

Last Name	First	Middle	Social Security #	Phone
Present Address	Street	City	State	Zip
			From	To
Addresses for Last Five Years				

Are you legally eligible to be employed in the United States Yes No Can you provide proof? Yes No

Are you 18 years of age or older Yes No If needed, do you have the proper work permits? Yes No N/A

Position desired: Yes No How soon could you report to work Rate of pay expected:

How did you come to apply: Employee Referral High School Recruitment Newspaper Ad Employment Agency
 Former Employee College Recruitment Walk-In Other

Have you ever been convicted, pled nolo contendere, had adjudication withheld or been placed on probation for a criminal offense, specifically involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? Responding Yes will not automatically disqualify you from employment. Yes No

If so, state dates, place, courts, where offense occurred and judgment given:

GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS

NAME	ADDRESS	OCCUPATION	YEARS KNOWN

PERSONAL

REFERENCES

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

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SHOW PRESENT AND PAST EMPLOYMENT FOR THE PAST FIVE YEARS INCLUDING PART-TIME EMPLOYMENT

Employment Dates Month/Year	Employment			Salary		Type of Business	Title or Position	Describe Type of Work Done
	From:	To:	Reason for leaving above position :	Start	Final			
	Co. Name	Address	City State Zip	\$	\$			
				Per:	Per:			
Reason for leaving above position :								
	Co. Name	Address	City State Zip	\$	\$			
				Per:	Per:			
Reason for leaving above position :								
	Co. Name	Address	City State Zip	\$	\$			
				Per:	Per:			
Reason for leaving above position :								
	Co. Name	Address	City State Zip	\$	\$			
				Per:	Per:			
Reason for leaving above position :								
	Co. Name	Address	City State Zip	\$	\$			
				Per:	Per:			
Reason for leaving above position :								
Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> No								
Have you ever applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No								

EMPLOYMENT REFERENCES

Have you ever been discharged or requested to resign from a position? Yes No
 If so explain: _____

May we contact your present or previous employer(s)? Yes No

Give Employment References

SUPERVISORS NAME & TITLE	COMPANY & ADDRESS	PHONE #	YEARS KNOWN

Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

Name & Location
 List any special schooling (extension, night, business, etc.)

	Graduate or Degree	Diploma or Degree	Major and Minor Studies	Grade Average
GRADE SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HIGH SCHOOL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COLLEGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER (AIB, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATIONAL AND SKILLS RECORD

Check the appropriate space below to show experience or training in the skills or equipment named. Also name and briefly describe courses taken in school, present or post positions, or other experience that will especially fit you and the position for which you apply.

BOOKKEEPING ADDING MACHINE CREDIT INVESTIGATION KEY PUNCH MACHINE TYPING (speed) ___ WPM

PROOF MACHINE COMPUTER OPERATOR DICTATING EQUIPMENT TABULATING EQUIPMENT SHORTHAND (speed) ___ WPM

Model _____ CRT OPERATOR WORD PROCESSING

OTHER (List those skills or abilities which you consider relevant to this job)

MILITARY

Completion of this section is optional:

Have you ever served in the U.S. Armed Services? Yes No

If so, what branch or branches _____

- (A) I hereby agree to being fingerprinted before or during my employment by a law enforcement agency and agree to my fingerprint record being processed by the FBI.
Initial Here _____
- (B) I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period any may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.
Initial Here _____
- (C) I fully understand because of the nature of the business conducted by the bank that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of the bank or to anyone with whom the bank has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter their employ of the bank, I am not to, and will not at anytime, communicate or reveal any business of the bank or any such information or records or files or the matters contained therein to unauthorized personnel within the bank, or to anyone outside the bank. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.
Initial Here _____
- (D) In the event I am employed by the bank, I will comply with all rules and regulations as set forth in the bank's policy manual or other communications distributed to all employees.
Initial Here _____
- (E) I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.
Initial Here _____
- (F) I understand that if I am employed, a photograph may be later required.
Initial Here _____
- (G) I understand that the bank employs only U.S. citizens and properly authorized aliens. If I become employed, federal law requires that I furnish to the bank proof of my identity and employment authorization and to sign a statement under penalty of perjury verifying my eligibility for employment as a citizen or national of the United States or and otherwise employable alien.
Initial Here _____
- (H) I hereby acknowledge that I have read the above statement and understand the same.
Initial Here _____

_____ Application Date

_____ Applicant's Signature

(This is to advise you that your application for employment will be processed as quickly as possible. Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning your background. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.)

THIS APPLICATION VOID AFTER _____ DAYS, UNLESS RENEWED BY THE APPLICANT

SECURITY BANK, N.A.

VOLUNTARY INFORMATION FOR AFFIRMATIVE ACTION

In an effort to comply with requirements regarding record keeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is STRICTLY VOLUNTARY. Failure to provide any information will not subject you to any adverse personal decision or action. Your cooperation is appreciated. Security Bank, N.A. considers all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disability, veteran/reserve, national guard or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

Please be advised that this survey is not part of your official application for employment. It will not be used in any hiring decision. This information will be used and kept confidential in accordance with applicable laws and regulations. This survey is not used for interview purposes and is filed separately from the application.

Applicant Information

Name	Date
Address	
Position Applied For	Location Preferred

Equal Employment Opportunity Identification Groups

Check any of the following that apply:		
<input type="checkbox"/> White (Not of Hispanic Origin)	<input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Black (Not of Hispanic Origin)	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other _____
<input type="checkbox"/> Male	<input type="checkbox"/> Female	

Special Notice

Government contractors subject to the Vietnam Era Veterans Readjustment Act of 1974 and the Rehabilitation Act of 1973 are required to take affirmative action to employ and advance in employment qualified disabled Veterans, veterans of the Vietnam era and qualified handicapped individuals. You are invited to volunteer information, if you qualify, to assist in proper placement and determining reasonable accommodation. This information will be considered confidential. Refusal to provide this information will not adversely affect your consideration for employment. If you so wish to be identified, please check if any of the following are applicable:		
<input type="checkbox"/> Vietnam era Veteran (served between 1964-1975)	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Individual with a disability

Referral Sources

Check any of the following that apply:				
<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employee	<input type="checkbox"/> Relative	<input type="checkbox"/> Government Employment Agency	<input type="checkbox"/> School
<input type="checkbox"/> Job Fair	<input type="checkbox"/> Temp Agency	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Other	_____

NOTICE

This is to inform you that as part of our procedure for processing your employment application, we may obtain from a credit reporting agency a consumer report containing financial and other information about you.

We will not obtain a report without your signed authorization.

We comply with the Fair Credit Reporting Act, which provides consumers with rights regarding consumer reports and which places specific obligations on employers using credit reports.

Disclosure Statement

I hereby acknowledge that I have read the above disclosure statement and have understood it.

Signature: _____

Date: _____