

# Application for Employment

## An Equal Opportunity Employer

Conditions for employment are stated at the end of this form. Please read carefully before you sign this application.

(Application must be completed in full even if attaching a resume.)

Position Applying For	Date of Application	Are you seeking full time or part time?	Date you are available to start	Salary Desired

**Personal** – Please print.

Full Name (First, Middle, Last): \_\_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Present Address (Street, City, State, Zip): \_\_\_\_\_

Permanent Address (if different from present address): \_\_\_\_\_

Length of Time at Current Address: \_\_\_\_\_ Home Telephone #: \_\_\_\_\_

How may we contact you? \_\_\_\_\_

1. Are any of your relatives presently employed with KCB Bank? ( )Yes ( )No If yes, Name of Relative: \_\_\_\_\_
2. Have you ever worked for KCB Bank before? ( )Yes ( )No If yes, when? Date: \_\_\_\_\_
3. Have you ever applied for KCB Bank before? ( )Yes ( )No If yes, when? Date: \_\_\_\_\_
4. How were you referred: \_\_\_\_\_
5. In case of emergency notify: \_\_\_\_\_  
Emergency contact address and phone #: \_\_\_\_\_

**General Information** – Please print.

1. If you are under 18 years old, please state your age: \_\_\_\_\_
2. Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? ( )Yes ( )No
3. Have you ever been convicted of a crime or violation other than a minor traffic infraction? ( )Yes ( )No  
(A conviction record will not necessarily be a bar to employment. Factors such as job relations, age and time of the offense, seriousness and nature of violation and rehabilitation will be taken into account.)  
If Yes, please explain: \_\_\_\_\_
4. Have you ever been discharged from any employment or asked to resign? ( )Yes ( )No  
If yes, please explain: \_\_\_\_\_

**Employment History**- Begin with your most recent employment as 1 and continue with all past employment (attach additional sheets if necessary).

Employer	Address and Phone	Dates Employed	Starting Salary/ Ending Salary	Job Title(s) and Duties	Reason for Leaving	Name of Immediate Supervisor	May we contact employer?
1.		From: To:	\$ /\$				Yes No
2.		From: To:	\$ /\$				Yes No
3.		From: To:	\$ /\$				Yes No
4.		From: To:	\$ /\$				Yes No

Please explain any periods between jobs: \_\_\_\_\_  
 Which of these jobs did you like best? \_\_\_\_\_ Why? \_\_\_\_\_

**Education**- Please print.

Type of School	Name and Address of school	Major Subject	Circle Last Year Attended	Graduated	Degree
High School			9 10 11 12	( )Yes ( )No	
College			1 2 3 4	( )Yes ( )No	
College			1 2 3 4	( )Yes ( )No	
Graduate School			1 2 3 4	( )Yes ( )No	
Business, Trade, Other			1 2 3 4	( )Yes ( )No	

**Additional Experience or Qualifications**- List any other experience, skills, or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Please indicate any prior military service which you would like considered in connection with your application for employment.

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**Attendance and Punctuality Information** – Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with the company? ( )Yes ( )No

If Yes, please explain: \_\_\_\_\_

**Personal or Business References-** Please list 3 people who are not related to you, whom you have known at least one year.

Name	Occupation Title/Business Phone	Home address and phone	Length of Time acquainted
1.			
2.			
3.			

**Notification and Agreement** – Please read before signing.

I certify that all answers given by me are true, accurate and complete, I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of KCB Bank to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State, or Local law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

If hired, I agree to abide by all of KCB Bank company rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, regardless of the date of payment of my wages and salary, and with or without notice, at any time, at the option of either the company or me, I further understand that no representation, whether oral or written by any representative or agent of KCB Bank, at any time, can constitute a contract of employment. I understand that KCB Bank and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the company, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than a document signed by the President or Executive Vice President, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

**Applicant Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**Interviewed by:** \_\_\_\_\_

**Date of interview:** \_\_\_\_\_