

# The Twin Valley Bank

## APPLICATION FOR EMPLOYMENT

***THE TWIN VALLEY BANK is an Equal Opportunity Employer. It is our policy to provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, leaves of absence, and compensation.***

### Personal Information

(PLEASE PRINT)

Name	(Last)	(First)	(Middle initial)	Social Security Number
Present Address	(Street)	(City)	(State)	(Zip) How Long?
Home Telephone	Work Telephone		Cellular Telephone	
( )	( )	( )		
Are you <u>under</u> 18 years of age?			If Yes, can you furnish a work permit if required?	
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you eligible to work in the United States? (Proof of eligibility will be required upon employment)				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever applied for a position here before?			If Yes, give date(s) and position	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever worked here before?			If Yes, give date(s) and position	
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever pled "guilty" or been convicted of a crime?*			If Yes, please provide date(s) and details below.	
<input type="checkbox"/> Yes <input type="checkbox"/> No				

\* Answering "Yes" does not constitute an automatic bar to employment. Factors such as the date of the offense, the seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.

### Work Preferences

What type of employment do you want?	What is your desired salary range?
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	
What position(s) are you applying for?	
What date(s) are you available for employment?	What days and hours can you work?
Are you willing to relocate if required?	Are you willing to travel if required? If Yes, what percent of time?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will you work overtime if required?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Employment History

Provide the following information for your last four (4) employers, assignments, or volunteer activities, starting with the most recent. **Please fill in as completely as possible – do not mark “refer to resume.”**

From	To	Employer	Telephone (      )
Job Title		Address (Street Address/City/State/Zip)	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for Leaving		Beginning Rate/Salary \$                      per	Final Rate/Salary \$                      per
From	To	Employer	Telephone (      )
Job Title		Address (Street Address/City/State/Zip)	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for Leaving		Beginning Rate/Salary \$                      per	Final Rate/Salary \$                      per
From	To	Employer	Telephone (      )
Job Title		Address (Street Address/City/State/Zip)	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for Leaving		Beginning Rate/Salary \$                      per	Final Rate/Salary \$                      per
From	To	Employer	Telephone (      )
Job Title		Address (Street Address/City/State/Zip)	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Reason for Leaving		Beginning Rate/Salary \$                      per	Final Rate/Salary \$                      per

## Educational Background

Name and Location	Number of Years Completed	Major	GPA	Did You Graduate?	Degree
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College(s)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Additional Information

Computer Skills
Licenses, Certifications, or Registrations

## References

Please provide at least three (3) business/work references who are not related to you. If not applicable, please provide three (3) school or personal references who are not related to you.

Name	Home Telephone Number (      )	Work Telephone Number (      )
Company and Position Held	Relationship	Years Known
Name	Home Telephone Number (      )	Work Telephone Number (      )
Company and Position Held	Relationship	Years Known
Name	Home Telephone Number (      )	Work Telephone Number (      )
Company and Position Held	Relationship	Years Known

## Applicant Statement

I certify that all information I have supplied in this application and in any other form, oral or written, is true, complete, and accurate. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (a) cancel further consideration of this application or (b) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, The Twin Valley Bank, its representatives, employees, and/or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I also give permission for criminal background and credit checks. I hereby waive any and all rights and claims I may have regarding The Twin Valley Bank, its representatives, employees, and/or agents for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me (see attached "Authorization for Release of Personal Data" form).

I understand that The Twin Valley Bank does not unlawfully discriminate in employment and that no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

If I am hired, I understand that my employment will be at will. This means that I am free to resign at any time, with or without cause and without prior notice, and that The Twin Valley Bank reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid.

I understand that The Twin Valley Bank maintains a drug-free workplace and agree that maintenance of same is essential to the safety of the workplace and employees. I promise to abide by the Bank's policies prohibiting the use or possession of drugs, alcohol, or any controlled substances, or the misuse of prescribed or over-the-counter medication on Bank premises or while on duty. I understand also that I may be tested for drugs, alcohol, or controlled substances during my employment with The Twin Valley Bank.

If I am hired, I agree to comply with and be bound by the Bank's safety and health rules and regulations, rules of conduct, and any other rule or procedure set forth by my employer.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**DO NOT SIGN BELOW UNTIL YOU HAVE READ  
THE ABOVE APPLICANT STATEMENT VERY CAREFULLY.**

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

*If hired, this application will become part of your employment records.*

Authorization for Release of Personal Data

I, the undersigned, hereby authorize and request any present or former employer, educational institution, public agency, licensing authority, financial institution, credit bureau, or other persons having personal knowledge about me to furnish The Twin Valley Bank, and/or its agents, with any and all information in their possession regarding me, in connection with an application for or retention of employment.

Further, I hereby release from liability and hold harmless all persons, corporations, and organizations supplying this information to The Twin Valley Bank and/or its agents.

A photocopy or fax of this authorization is as effective as the original.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date