



TransCapital Bank

APPLICATION FOR EMPLOYMENT ©

PLEASE PRINT CLEARLY

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Phone ()
	City, State, Zip			Business Phone ()
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes: Month and Year _____ Location _____			Salary Anticipated?
	Position Desired			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Other special training or skills (languages, computer skills, etc.)			Social Security No.
	How did you learn of our bank?			

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	HIGH				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	ELEMENTARY				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	AIB OR OTHER				<input type="checkbox"/> Yes <input type="checkbox"/> No	

PERSONAL REFERENCES (Not former employees or relatives)		
NAME AND OCCUPATION	ADDRESS	PHONE NUMBER
		()
		()
		()

M I L I T A R Y	COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES	Branch of Service
	Describe your duties and any special training	Period of Active Duty (Month and Year) From _____ To _____
		Rank at Discharge
		Date of Final Discharge

COMPUTER EXPERIENCE LEVEL (Check the box that applies to your experience level)					
CATEGORY	DESCRIBE SOFTWARE	EXPERT	COMPETENT	BEGINNER	N/A
Windows Operating Experience					
Internet Experience Level					
Email Program					
Word Processing					
Spreadsheet Program					
Database Program					
Desktop Publishing					
Accounting Software					
Other:					
Other					
Other					

Please list your typing speed _____ wpm.

LANGUAGES (Check the box that applies)			
LANGUAGE	FLUENT	CONVERSATIONAL	N/A

EXPLAIN ALL UNEMPLOYMENT INTERVALS EXCEEDING FOUR WEEKS		
From: _____ To: _____	State your activities during this period	Can someone verify your activities during this period? Please list name and current telephone number.
		<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone: _____
		<input type="checkbox"/> Yes <input type="checkbox"/> No Name: _____ Telephone: _____

What was your previous address?	State names of relatives and friends working for us, other than your spouse.
How long at present address? _____ Years How long at previous address? _____ Years	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with what employers?
If you are under 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are hired, you must provide proof of authorization to work in the United States. Can you do this? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are a smoker, are you willing to work in our totally non-smoking environment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime, other than traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full. Conviction of a crime will not be an absolute bar to employment.	

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In your own handwriting, please describe your expectations of the desired position.

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- The information provided in this Application for Employment, resume and any other information accompanying this application is true, correct and complete. With my signature below, I acknowledge that any misstatement or omission of fact on this application may result in automatic disqualification from further consideration, or dismissal if already employed.
- I understand that acceptance of an offer of employment does not create a contractual obligation upon the Bank to continue to employ me in the future and any employment relationship may be terminated by either party at any time.
- I understand that as part of normal procedure for processing employment application(s) and employment requests, inquiries may be made concerning information on character, general reputation, personal characteristics, education, criminal history and financial and credit record. I authorize such investigation.
- I voluntarily agree to submit to written ability tests as part of my application for employment. I understand that either refusal to submit to the written questionnaire, or failure to qualify according to the minimum standards established by the Bank for these tests may disqualify me from further consideration for employment.
- I voluntarily agree to submit to a urine analysis or other drug test and a medical examination *after* a conditional offer of employment has been made by the Bank. I understand that either refusal to submit to the drug testing, or failure to qualify according to the minimum standards established by the Bank for this examination may disqualify me from further consideration for employment.
- I understand that my application will be retained on file for one year from the date of this application.
- TransCapital Bank is an equal opportunity employer and will not base hiring decisions on race, color, sex, age, national origin, religion, marital status, or disability.

_____ Date

_____ Signature of Applicant

FOR OFFICE USE ONLY

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DATE	INTERVIEWER	COMMENTS

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 _____ Job Title
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|---|---|
| <input type="checkbox"/> Application Complete | <input type="checkbox"/> Examinations Scheduled |
| <input type="checkbox"/> Credit | <input type="checkbox"/> Examinations Received |
| <input type="checkbox"/> Questionnaire(s) | <input type="checkbox"/> WC |
| <input type="checkbox"/> Reference | <input type="checkbox"/> LAW |
| <input type="checkbox"/> Offer Letter | <input type="checkbox"/> EDUC |