UNITED COMMUNITY BANK

*You're Among Friends.*

# *Employment Application*

***PERSONAL INFORMATION***

| | | |
|---|---|---|
| *Job Applied For* | *Date* | |
| *Name (Last Name First)* | | |
| *Address* | *State* | *Zip* |
| *Are you 18 Years or Older? If no, can you submit a work permit?*<br>☐ *Yes* ☐ *No* ☐ *Yes* ☐ *No* | *Phone* | |
| *Email Address (required)* | | |
| *Status or disposition of application (For Office Use Only)* | | |

In compliance with Federal and State equal opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

# *APPLICATION FOR EMPLOYMENT*

## *DESIRED EMPLOYMENT*

| | | |
|---|---|---|
| What Position or Type of Work Are You Seeking? | If Hired, When Will You Be Available To Start? | Salary Desired |
| Are You Employed Now? | If So May We Inquire of Your Present Employer? ☐ Yes ☐ No | |
| Ever Applied To This Company Before? | Where? | When? |
| Ever Worked For This Company Before? | Where? | When? |
| Are You Interested In:<br>☐ Full-Time ☐ Part-Time ☐ Temporary | What Days and Hours are you willing to work? | Can you work overtime if required? |
| Who Referred you To This Company?<br>☐ Employment Agency ☐ Newspaper Advertising ☐ Friends<br>☐ Walk In ☐ Other | | |

## *EDUCATION*

| School Level | Name and Address of School | Course of Study | Years Completed | Diploma/Degree |
|---|---|---|---|---|
| High School | | | | |
| College | | | | |
| Trade. Business or Correspondence School | | | | |

## *GENERAL*

| |
|---|
| Describe any job related specialized training, apprenticeship, skills and extra-curricular activities:<br>*(Please do not include any information that would reveal a protected class status)* |
| |
| |
| |
| List any job-related professional or technical organizations to which you belong:<br>*(Please do not include any information that would reveal a protected class status)* |
| |
| |

## ***FORMER EMPLOYERS*** *List Last Three Employers, Starting With The Most Recent One First.*

| Name of Present or Last Employer | | | |
|---|---|---|---|
| Address | City | State | Zip |
| Starting Date | Leaving Date | Job Title | |
| Starting Salary | Final Salary | May We Contact Your Supervisor<br>☐ Yes ☐ No | |
| Name of Supervisor | Title | Phone | |
| Description of Work | | | |
| | | | |
| Reason for Leaving | | | |

| Name of Present or Last Employer | | | |
|---|---|---|---|
| Address | City | State | Zip |
| Starting Date | Leaving Date | Job Title | |
| Starting Salary | Final Salary | May We Contact Your Supervisor<br>☐ Yes ☐ No | |
| Name of Supervisor | Title | Phone | |
| Description of Work | | | |
| | | | |
| Reason for Leaving | | | |

| Name of Present or Last Employer | | | |
|---|---|---|---|
| Address | City | State | Zip |
| Starting Date | Leaving Date | Job Title | |
| Starting Salary | Final Salary | May We Contact Your Supervisor<br>☐ Yes ☐ No | |
| Name of Supervisor | Title | Phone | |
| Description of Work | | | |
| | | | |
| Reason for Leaving | | | |

## ***SPECIALIZED SKILLS*** *Check Skills/Equipment Operated*

| | | |
|---|---|---|
| ☐ Word | ☐ Microsoft Outlook | ☐ Other _____ |
| ☐ Excel | ☐ Desktop Publishing | _____ |
| ☐ Powerpoint | ☐ 10-Key | _____ |

## *REFERENCES*

| Name | Address | Business & Phone | Years Acquainted |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

| |
|---|
| Can you meet the job requirements of the position for which you applied with or without an accommodation?<br>☐ Yes ☐No-Explain: |
| Can you meet the work schedule or attendance requirements for the job?<br>☐ Yes ☐ No-Explain: |
| Can you, if employed, submit verification of your legal right to work in the United States?<br>☐ Yes ☐ No |

## *APPLICANT'S STATEMENT*

"I certify that the facts contained in this application and any accompanying resume are true and complete to the best of knowledge. I understand that any falsification, omission, misrepresentation or concealment of information on this application or resume may be sufficient grounds for disqualification from further consideration for hire or immediate discharge and that the company shall not be liable in any respect if my employment is so denied or terminated.

I authorize investigation and verification of all statements contained herein and the references and former employers and employees to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, to include credit history, education, employment verification, personal references and criminal records. I release the company from all liability for any damage that may result from receiving and/or using such information.

I hereby understand and acknowledge that, any employment relationship with this organization is of an "*at will*" nature, which means that the employee may resign at any time and the Employer may discharge Employee at any time with or without cause or notice. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I also understand that this application and any employee manuals or handbooks that may be distributed to me shall not be construed or relied upon as a contract.

_____ _____

Signature of Applicant Date

*Voluntary Survey*

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

As an employer subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations, we invite employees to voluntarily self-identify their race or ethnicity in order to comply with these laws. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Current Job Applying For Or Employee Name: Date:

Check One: ☐ Male ☐ Female

Check One Of The Following: (Ethnic Origin)

- ☐ Hispanic or Latino
- ☐ White (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ American Indian or Alaska Native (Not Hispanic or Latino)
- ☐ Two or More Races (Not Hispanic or Latino)

Check If Any Of The Following Are Applicable:

☐ Vietnam Era Veteran ☐ Special Disabled Veteran ☐ Newly Separated Veteran

☐ Other Protected Veteran ☐ Disabled Individual