

APPLICATION FOR EMPLOYMENT

All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, national origin, disability, veteran status, genetic data or other legally protected status. Commercial Bank of Grayson is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

PERSONAL INFORMATION

Date _____

Name _____

Home Phone _____ **Cell Phone** _____ **EMAIL ADDRESS:** _____

Current address: _____

Previous address	No.	Street	City	State	Zip	How long did you live there?
	No.	Street	City	State	Zip	_____

Best Time to Call You _____ **Are you currently eligible to work in the U.S.?** **Yes** **No**

Are you 18 or older? **Yes** **No** (If no, employment is subject to verification that you are of minimum legal age.)

REFERRAL SOURCE: Please check appropriate category:

- Walk-In** **Advertisement** **School** **Website** **Government Employment Agency**
 Employee: _____ **Other** _____

EMPLOYMENT INFORMATION

Position applying for _____

Type of employment desired: **Full Time** **Part Time** **Temporary**

Date Available for Work _____ **Desired Salary Range or Rate of Pay** _____

What days and hours are you available to work? **Days** _____ **Hours** _____

Will you work overtime if required? **Yes** **No** **If no, please explain:** _____

Have you applied for a job with us before? **Yes** **No** **When** _____

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

Have you ever pled "guilty" or "no contest" to or been convicted of a crime? **Yes** **No**
If yes, provide date and details: _____

Have you ever been discharged or asked to resign? **Yes** **No** **Have you ever been bonded?** **Yes** **No**

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation: **Yes** **No**

PRIOR WORK RECORD (start with most recent or present employer. Section must be completed in its entirety even if accompanied by resume.) May we contact the employers listed below Yes No

1) Name & Address of Most Recent Employer _____

Telephone No. _____

Immediate Supervisor (Name & Position) _____

Date Hired _____ Starting Pay Rate _____

Your Job Title & Duties: _____

Date Left _____ Last Pay Rate _____

Reason for Leaving _____

What did you like most about job: _____

What did you like least about job: _____

2) Name & Address of Former Employer _____

Telephone No. _____

Immediate Supervisor (Name & Position) _____

Date Hired _____ Starting Pay Rate _____

Your Job Title & Duties _____

Date Left _____ Last Pay Rate _____

Reason for Leaving _____

What did you like most about job: _____

What did you like least about job: _____

3) Name & Address of Former Employer _____

Telephone No. _____

Immediate Supervisor (Name & Position) _____

Date Hired _____ Starting Pay Rate _____

Your Job Title & Duties _____

Date Left _____ Last Pay Rate _____

Reason for Leaving _____

What did you like most about job: _____

What did you like least about job: _____

EDUCATION INFORMATION

	<i>SCHOOL</i>	<i>LOCATION</i>	<i>YEARS COMPLETED</i>	<i>DIPLOMA OR DEGREE</i>	<i>MAJOR & MINOR</i>
HIGH SCHOOL					
TRADE BUS., OR CORRESPONDENCE					
COLLEGE					
Graduate School					

Are there any experiences, skills, or qualifications you have that specifically relate to working here?

Describe any other specialized or professional training (such as business or technical school). Include study courses given through public or private employment. State whether degree or certificate was received

REFERENCES (Do not list relatives or former employers)

NAME	TITLE	RELATIONSHIP TO YOU	TELEPHONE	EMAIL ADDRESS	# YEARS KNOWN

APPLICANT STATEMENT

The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. I understand that consumer reports which may contain public record information may be requested from the reporting agency. These reports may include information as to my character, work habits, performance, and experiences along with reasons for termination of past employment from previous employers. Further, I understand that you may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report. I authorize the use of my information in this application to verify my statements, and I authorize the past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I understand that employment with The Commercial Bank of Grayson is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.

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

Signature of Applicant _____ Date _____

We consider all applicants for positions without regard to race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, military/veteran status, or any other protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

To comply with requirements regarding government recordkeeping, reporting and other legal obligations that may apply, we ask you to complete this Voluntary Self-Identification Form. Providing this information is VOLUNTARY. This information will be used only in our Affirmative Action Program. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment. The information will be used and kept confidential in accordance with applicable laws and regulations. This survey is not part of your official application for employment.

Please complete the information requested below. Thank you for your cooperation.

Position applied for: _____

Referral Source: Walk In Government Employment Agency Employee _____
 Ad Website Relative Other _____

Name of person who referred you (if applicable) _____

General Applicant Information:

Name:	
Address:	Date
Telephone #	____/____/____

GENDER: MALE FEMALE

EEO SELF-IDENTIFICATION **Please check the box that applies to you:**

- Hispanic or Latino**-- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White**--A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)**-- A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**--A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)**--A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)**--A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)**--All persons who identify with more than one of the above five races.

VETERANS STATUS SELF IDENTIFICATION:

We are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified disabled veterans, Armed Forces service medal veterans, recently separated veterans and other protected veterans. If you are a disabled veteran, Armed Forces service medal veteran, recently separated veteran or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. The information you submit will be kept confidential, except that: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP, or enforcing the Americans with Disabilities Act, may be informed.

Please check all boxes that apply to you:

- Armed Forces Service Medal Veteran**--Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.
- Veteran of the Vietnam-Era:** Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.
- Special Disabled Veteran:** Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.
- Other Protected Veteran:** Includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.
- Recently Separated Veteran**--Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.