

APPLICATION FOR EMPLOYMENT



Instructions: Complete all necessary information.
This application will be kept on file for 90 days.
Please sign and date the last page. *Print only, no typing.*

In compliance with federal, state, and local equal employment opportunity laws, qualified applicants are considered for all positions with Farmers & Merchants Bank without regard to race, color, religion, creed, sex, national origin, age, marital status, physical or mental disability. Federal law obligates us to provide reasonable accommodation to the known disabilities of applicants and employees, unless to do so would pose an undue hardship. Please let us know if you need an accommodation to complete the application process or to perform any essential elements of the positions sought.

Personal Information

Name _____ Today's Date _____
Day Phone () _____ Evening Phone () _____ Cell Phone () _____
E-mail: _____ Best Way to Contact Me _____
Address _____
City/State/Zip _____

Employment Desired

Position applying for: _____ Bank location applying for: _____
Date available for work? _____
Would you accept full-time work? ___ Yes ___ No Part-time work? ___ Yes ___ No
Any restrictions on hours, weekends or overtime? If yes, explain. _____
Please list any salary requirements you may have: _____
Have you been employed at this company before? ___ No ___ Yes, position and date: _____

Can you, after employment, submit verification of your legal right to work in the United States? _____
Are you 16 years of age or older? ___ Yes ___ No: If no, can you furnish a work permit? ___ No ___ Yes
Have you ever been convicted of a felony? ___ No ___ Yes: If yes, please explain: _____
_____ (Convictions will not automatically disqualify job candidates. The seriousness of the crime and date of conviction will be considered.)
Have you ever been bonded: ___ No ___ Yes, For: _____
Is there anything which would prevent you from performing the essential functions of the position for which you are applying, with or without reasonable accommodation? ___ No ___ Yes: If Yes, please explain _____

Referral Source: Advertisement Employee: _____ Walk-in Bank's website
 Other: _____

Education

High School: Name and location _____

Did you graduate? _____ Degree or diploma _____

College: Name and location _____

Did you graduate? _____ Degree or diploma _____

Other: Name and location _____

Did you graduate? _____ Degree or diploma _____

Are you attending school now? ___ No ___ Yes: If yes, where? _____ Course of Study? _____

Do you plan further educational study? ___ No ___ Yes: If yes, when and what field? _____

Professional References

Please list three persons (other than relatives or personal friends) who have knowledge of your skills and abilities for the position you are applying for.

Name	Address	Phone Number	Occupation	Years Known

Previous Employment

Please list previous employment by starting with your Present or Last job. Supply all requested information.

1. Company _____ Position _____

Address _____

Phone Number _____ Supervisor _____

Date of Employment: From _____ To _____ Starting Salary: _____ Ending Salary: _____

Number of Hours Scheduled to Work Per Week: _____

Primary Responsibilities and Duties: _____

Reason for Leaving: _____

2. Company _____ Position _____

Address _____

Phone Number _____ Supervisor _____

Date of Employment: From _____ To _____ Starting Salary: _____ Ending Salary: _____

Number of Hours Scheduled to Work Per Week: _____

Primary Responsibilities and Duties: _____

Reason for Leaving: _____

3. Company _____ Position _____
Address _____
Phone Number _____ Supervisor _____
Date of Employment: From _____ To _____ Starting Salary: _____ Ending Salary: _____
Number of Hours Scheduled to Work Per Week: _____
Primary Responsibilities and Duties: _____

Reason for Leaving: _____

May we contact your current employer? ___ Yes ___ No: If there are any restrictions to Farmers & Merchants Bank contacting any previous employers and references, please list them here: _____

Skills and Abilities

Ten-Key Calculator Office Machines (copier, fax, etc) Switchboard Computer Skills, please list computer programs: _____

Please include any other information you think would be helpful to us in considering you for employment, such as professional organizations, community involvement, activities, accomplishments, etc.

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APPLICANT: READ ACKNOWLEDGMENT CAREFULLY

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING 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. I authorize the investigation of all statements and information contained in this application.

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

Applicant's Signature _____ Date _____

(Unsigned Applications Will NOT Be Considered)

FOR FARMERS & MERCHANTS BANK INTERNAL USE ONLY

Action: Interview By _____ Date _____
Interview By _____ Date _____
Action Taken _____ Date _____