



## APPLICATION FOR EMPLOYMENT

The Bank does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, handicap or ancestry or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The Bank, at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company (not relative to race, color, religious creed, national origin or ancestry) it will be difficult to secure this bond and the Bank may be unable to offer employment.

In processing this employment application, the Bank may request that an investigative consumer report and police report be prepared, which may include information as to your character, general reputation, police record, personal characteristics and mode of living. You have the right to request that the Bank completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Personnel Department of this Bank within a reasonable time after you complete this application.

I hereby acknowledge that I have read the foregoing disclosure and understand the same.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PLEASE ANSWER EVERY QUESTION AND PRINT IN INK.

Name \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MIDDLE) \_\_\_\_\_ (LAST) \_\_\_\_\_ (SOCIAL SECURITY NUMBER)

Address \_\_\_\_\_ (NUMBER) \_\_\_\_\_ (STREET) \_\_\_\_\_ (DATE)

\_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP CODE) \_\_\_\_\_ (TELEPHONE NUMBER)

Have you applied for work here before? ☐ Yes ☐ No If yes, indicate when and for what position(s):

### FROM HERE ON, PLEASE WRITE IN YOUR NORMAL HANDWRITING.

Position Applied For \_\_\_\_\_ Salary Requested \_\_\_\_\_

Type of Position Requested

Check: ☐ Full-Time ☐ Part-Time ☐ Temporary

Date available to start work \_\_\_\_\_

How did you learn about the position for which you are applying? \_\_\_\_\_

Do you have any relative working here? ☐ Yes ☐ No If yes, please state:

Name \_\_\_\_\_ Department \_\_\_\_\_

## EMPLOYMENT RECORD

(List last five employers starting with current or most recent, include self-employment, military service, and part-time jobs. May also include job-related volunteer experience.)

Name and Address of Former Employers		Dates Employed	Position & Duties	Salary		Reason for Leaving
COMPANY NAME		From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
NAME OF IMMEDIATE SUPERVISOR						
NUMBER & STREET	TELEPHONE NO.					
CITY & STATE ZIP						
COMPANY NAME		From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
NAME OF IMMEDIATE SUPERVISOR						
NUMBER & STREET	TELEPHONE NO.					
CITY & STATE ZIP						
COMPANY NAME		From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
NAME OF IMMEDIATE SUPERVISOR						
NUMBER & STREET	TELEPHONE NO.					
CITY & STATE ZIP						
COMPANY NAME		From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
NAME OF IMMEDIATE SUPERVISOR						
NUMBER & STREET	TELEPHONE NO.					
CITY & STATE ZIP						
COMPANY NAME		From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
NAME OF IMMEDIATE SUPERVISOR						
NUMBER & STREET	TELEPHONE NO.					
CITY & STATE ZIP						

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change your position? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



MAIN OFFICE  
P.O. BOX 68  
GAINESVILLE, MO 65655  
Tel. 417-679-3321  
1-800-248-5281  
Fax 417-679-4777

SECTION 604 (b) (2) (B) of the FAIR CREDIT REPORTING ACT  
Requires that we obtain written authorization from you, the consumer,  
For the purpose of obtaining a consumer report for employment purposes.

P.O. BOX 450  
THEODOSIA, MO 65761  
Tel. 417-273-4245  
Fax 417-273-4443

P.O. BOX 69  
BAKERSFIELD, MO 65609  
Tel. 417-284-3006  
Fax 417-284-7387

P.O. BOX 1600  
AVA, MO 65608  
Tel. 417-683-4182  
Fax 417-683-2130



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SECTION 604 (b) (2) (B) of the FAIR CREDIT REPORTING ACT  
Requires that we obtain written authorization from you, the consumer,  
For the purpose of obtaining a consumer report for employment purposes.

I understand the above statement and hereby give, by my authorization for  
Century Bank of the Ozarks to procure my consumer report for employment  
Purposes.

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Applicant

Date

P.O. BOX 450  
THEODOSIA, MO 65761  
Tel. 417-273-4245  
Fax 417-273-4443

P.O. BOX 69  
BAKERSFIELD, MO 65609  
Tel. 417-284-3006  
Fax 417-284-7387

P.O. BOX 1600  
AVA, MO 65608  
Tel. 417-683-4182  
Fax 417-683-2130

## Education

Name	City and State	Curriculum/ Major	Grade Point Average	Degree/ Diploma/ Certificate
High School				
College/ University				
College/ University				
Trade/ Vocational				
Business Other				

List any scholarships, academic honors, or special achievements:

## Office Machine Skills

Indicate any office skills you have acquired through training and/or experience:

<input type="checkbox"/> Typing Speed _____ WPM	<input type="checkbox"/> Software Packages (list any that you are proficient with) _____
<input type="checkbox"/> Phone Systems _____	_____
<input type="checkbox"/> Word Processor (model and make) _____	<input type="checkbox"/> CRT or personal computer operation
_____	<input type="checkbox"/> Other (specify): _____
<input type="checkbox"/> Calculator/10-key adding machine	_____
<input type="checkbox"/> Teller Machine	_____

## Military

Branch of Service:	Rank:
Period of Duty:	Date of Discharge:
Describe your duties and training:	
_____	

## Civic/Professional/Trade Association Memberships/Activities (If you need more space, please continue on a separate sheet.)

_____
_____
_____
_____
_____

## Summary

Summarize other special skills and qualifications relating to the position for which you are applying:
_____
_____
_____
_____

Are you legally permitted to work in the United States? (Employment will be contingent on providing proof of citizenship or work authorization.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you less than 18 years old? If yes, state age: _____ (Proof of age may be required after job offer.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime other than a misdemeanor? If yes, please state date, place, and nature of conviction: _____ _____  (A conviction does not constitute an automatic bar to employment.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer for references?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your previous employers for references?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been known by any other Name(s) that our bank may require to verify your education and employment records as furnished in this application? If yes, identify name(s): _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

  

Are you able to perform, with or without an accommodation, the tasks of the job(s) for which you are applying without posing a direct threat to the health or safety of yourself or others?  If an accommodation is necessary, how would you perform the tasks, and with what accommodation(s)? _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**PLEASE BE SURE TO SIGN THIS APPLICATION AND READ THE FOLLOWING STATEMENTS CAREFULLY.**

I certify that all of the information I have provided on this application is true and complete to the best of my knowledge. I understand that omitting requested information or giving false information on my application, in my interview(s), or in the process of my preemployment evaluation may result in rejection of my application or termination, if I am hired.

I authorize investigation of all statements in this application as may be necessary in arriving at an employment decision.

I understand that if employed, I will be required to abide by all bank policies, standards and regulations.

I understand that this application does not represent an offer of, or contract for, employment. I understand that employment with this bank is "at will", and that no guarantee of job exists. If employed, I may terminate employment at any time for any reason, and the Bank may terminate my employment at any time, for any reason.

Additionally, I authorize the Bank to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency, or other party, with a legal and proper interest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date