



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____



Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____



Authorization to Secure Consumer Investigative Report

I authorize Cross Keys Bank to make whatever inquiries it may deem necessary in connection with my application for employment and/or continuation of employment. As part of such inquiries, Cross Keys Bank has my permission to contact persons who may have information relating to my suitability for employment and to secure consumer reports (including investigative consumer reports).

I authorize and instruct any person or agency contacted by Cross Keys Bank to participate or conduct inquiries, to compile information, and to furnish any information obtained as a result of such inquiries to Cross Keys Bank.

I further authorize Cross Keys Bank, in its sole discretion, to furnish copies of this authorization and my application to any person and/or consumer reporting agency in connection with the above purposes.

Applicant Signature

Date

Disclosure Statement

Information contained in reports obtained by Cross Keys Bank in accordance with the above authorization may include information pertaining to your character, general reputation, police records, personal characteristics, and mode of living. You have the right to request that Cross Keys Bank completely and accurately disclose to you the nature and scope of all investigations requested. Such a request must be made in writing to the Human Resource Department within a reasonable time after you are requested to sign an Authorization to Secure Consumer Investigative Report form.

I hereby acknowledge that I have read the above disclosure statement and have understood it.

Applicant Signature

Date

P.O. Box 7
307 Plank Road
St. Joseph, LA 71366



Cross Keys Bank

(318) 766-3246
(888) 766-3246
Fax (318) 766-4564

Request for Job Applicant Information

We are an affirmative action government contractor. In compliance with government regulations we are required to record the number of applicants by sex and ethnic category.

We ask that you indicate your race or national origin and sex. **DO NOT WRITE YOUR NAME.** This information will not be kept with your application and will be used only in accordance with federal and state regulations.

YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION. Your application for employment will be considered in the same manner whether or not you fill out this form.

Check One:

- Female
 Male

Check One:

- American Indian
 Asian/Pacific Islander
 Black
 Hispanic
 White

Job Title(s) Applied For:

Date of Job Application:

If you have any questions about the government requirements or this request, please contact our office of Human Resource Management.

<i>Office Use Only</i>	
Observation: <input type="checkbox"/>	Name: _____
Location: _____	Signature: _____