

APPLICANT'S NAME \_\_\_\_\_ DATE: \_\_\_\_\_

## APPLICATION FOR EMPLOYMENT



Oxford Bank is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of gender, race, color, religion, national origin, age, disability, marital status, height, weight, genetic information or any other legally protected status. Upon request, the Bank will make reasonable accommodations for disabilities.

You must complete the entire application and sign the Authorization and Understanding at the end of the application to be considered for employment, even if you have submitted a resume.

If there is not enough space on this form to supply all the information necessary to answer a question or supply complete information, please attach additional pages.

## PERSONAL INFORMATION

Name \_\_\_\_\_ Are you 18 years or older? Yes  No

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Work Telephone (\_\_\_\_\_) \_\_\_\_\_

Driver's License expiration date: \_\_\_\_\_ Are you legally eligible for employment in the U.S.A.? Yes  No

Please supply any other names you have used in school or at any previous job \_\_\_\_\_

How were you referred to the Oxford Bank? Ad  Recruited  Friend  Oxford Bank Employee

Have you ever been employed by the Oxford Bank? Yes  No  Location \_\_\_\_\_

Reason for leaving \_\_\_\_\_

List any friends or relatives working for us or who have worked for the bank \_\_\_\_\_

Do you hold any professional licenses or certifications? \_\_\_\_\_

If so, please list and describe \_\_\_\_\_

Have you ever had a professional license or certification revoked or suspended? \_\_\_\_\_

If so, please list and describe \_\_\_\_\_

Have you ever been bonded? \_\_\_\_\_ If yes, on what jobs? \_\_\_\_\_

Have you ever been denied a Surety Bond? Yes  No

Have you ever been convicted of a crime or participated in pretrial diversion program, excluding routine traffic offenses, but including alcohol-related driving offenses? \_\_\_\_\_ If yes, describe in detail \_\_\_\_\_

Are there any criminal charges pending against you currently? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

Are you currently under investigation by any agency or department concerning any licensure or certification matter? \_\_\_\_\_ If yes, please describe \_\_\_\_\_

Geographical preference \_\_\_\_\_ Are you willing to relocate? Yes  No

## EMPLOYMENT DESIRED

Position \_\_\_\_\_ Full Time  Part Time  Other \_\_\_\_\_

If part time, specify days and hours available: \_\_\_\_\_

Other positions you would consider \_\_\_\_\_ Salary Expected \$ \_\_\_\_\_

Are you currently employed? Yes  No  May we contact your current employer? Yes  No

Date you can start \_\_\_\_\_ Will you work overtime? Yes  No  Will you work any shift? Yes  No

Do you have obligations that would affect working as scheduled? Yes  No

## MILITARY

Were you in the U.S. Military Service? Yes  No  If yes, what branch \_\_\_\_\_

Dates of Service \_\_\_\_\_ Rating or rank achieved \_\_\_\_\_

Special training received \_\_\_\_\_

## EDUCATION

Institution	City/State	No. of Years Attended	Course of Study or Major	Diploma or Degree
High School				
College				
Other Training				

Are you attending school now or do you plan on furthering your education? Yes  No

List equipment or software you can operate that are related to the position for which you are being considered:

\_\_\_\_\_

List other experiences, skills, or qualifications you believe especially qualify you to work for the Bank:

\_\_\_\_\_

## EMPLOYMENT HISTORY

*Start with most recent; include your entire employment history and military history. "See Resume" is not sufficient.*

1. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Position Title \_\_\_\_\_  
 Primary Responsibilities \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Leaving Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Position Title \_\_\_\_\_  
 Primary Responsibilities \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Leaving Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Position Title \_\_\_\_\_  
 Primary Responsibilities \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Leaving Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

4. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Telephone no. \_\_\_\_\_ Position Title \_\_\_\_\_  
 Primary Responsibilities \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Leaving Salary \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_

## PROFESSIONAL REFERENCES

1. Full Name \_\_\_\_\_ Daytime Telephone (\_\_\_\_) \_\_\_\_\_
2. Full Name \_\_\_\_\_ Daytime Telephone (\_\_\_\_) \_\_\_\_\_

## READ CAREFULLY BEFORE SIGNING

### Authorization and Understanding

I represent that the answers and information given by me in this application are true and complete. I authorize the Bank to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, educational institutions, law enforcement organizations, financial institutions, educational institutions) contacted by the Bank to provide any information relevant to my application for employment, excluding health and medical history or other illegal information, and waive any applicable notice requirement. I release all persons and organizations from any and all liability and any and all damages whatsoever for furnishing such information. I acknowledge that any false, inaccurate or misleading information may result in a refusal to hire or dismissal.

If employed, I agree to sign any requested noncompete, nondisclosure and/or nonsolicitation agreement. I further agree not to disclose the trade secrets or confidential information of third parties to the Bank at any time. I have disclosed to the Bank any similar agreements that I have signed with my present and/or past employers. I consent to all legally permissible medical examinations and drug and alcohol testing required by the Bank.

I understand and agree that employment with the Bank is at-will and that either I or the Bank can terminate my employment and compensation, for any reason, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary, and that any pre-existing understandings which contradict an at-will status of employment are canceled. Further, I understand that only the President of Oxford Bank has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the President.

In consideration of my employment, I agree to conform to the rules and policies of the Bank. Also, I agree not to begin any action or suit relating to employment with the Bank more than six (6) months after the date of termination of such employment and I waive any statute of limitations to the contrary. This shortened statute of limitations shall apply to any lawsuit against the Bank, its parent company, affiliates, their officers, directors, employees and agents. If this provision is held invalid or unenforceable, I agree that such time period will be deemed increased to the minimum extent necessary to make such provision valid and enforceable.

This application for employment shall be considered active for a time period not to exceed [60] days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I knowingly and voluntarily waive all rights to trial by jury of any and all claims or disputes between me and the Bank, its parent company, affiliates, their officers, directors, employees and agents.

If any term of this document is found to be legally unenforceable as written, it can be modified to permit enforcement as far as legally possible.

My signature below indicates that I have read and understood the above paragraphs.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

## DO NOT WRITE BELOW THIS LINE: Human Resources Department Use Only

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_ Position: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Starting Compensation: \$ \_\_\_\_\_ Starting Date: \_\_\_\_\_ Location: \_\_\_\_\_

## VOLUNTARY SELF IDENTIFICATION SURVEY FOR AFFIRMATIVE ACTION PLANS

As an employer, this Company wishes to voluntarily comply with various laws and regulations concerning equal employment opportunity and affirmative action plans. Submission of this information by you is voluntary and is kept confidential. Please be assured that you are free to decline to answer this survey.

LAST NAME	FIRST NAME	M.I.
_____	_____	_____

1. **GENDER:**     Male     Female

2. **EEO CLASSIFICATION (RACE)**

Mark only one:

- White
- Black or African American
- Hispanic or Latino
- Asian
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaskan Native (Need not be %all blood+)
- Two or more races

3. **DISABLED OR VIETNAM-ERA VETERANS**

A. Are you a disabled veteran?

Yes     No

B. Are you a Vietnam-era veteran who served on active duty for more than 180 days during the Vietnam-era?

Yes     No

4. **INDIVIDUALS WITH DISABILITIES**

Are you an individual with a disability which affects a major life activity (such as seeing, hearing, breathing, walking, performing manual tasks, etc.)?

Yes     No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DISCLOSURE AND AUTHORIZATION

### DISCLOSURE

Oxford Bank hereby discloses that it may obtain a consumer report and/or an investigative consumer report about you for employment purposes, including evaluating you for hire, promotion, reassignment or retention. Oxford Bank may obtain such reports prior to hiring you and, if you are hired, during the term of your employment.

If an offer of employment is made before the completion of a background check, the offer is contingent upon the Bank's completion of the consumer report or investigative consumer report and a finding that the candidate is suitable for the position.

### AUTHORIZATION

I, \_\_\_\_\_, hereby authorize Oxford Bank to obtain a consumer report and/or an investigative consumer report about me for employment purposes at any time prior to or during my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date