



**BANK OF
ST. FRANCISVILLE**

MEMBER FDIC

Bank of St. Francisville
St. Francisville, LA 70775

Application for Employment

(Please read and sign before completing application)

The Bank of St. Francisville (hereinafter called the “Bank”) does not discriminate in the hiring of employees on the basis of race, color, religion, sex, national origin, age, disability or any other basis prohibited by applicable law. No question on this application is intended to secure information to be used for such discrimination.

Your signature on this employment application authorizes the Bank to make investigative background inquiries in connection with your possible employment. You understand that these background inquiries may include, but are not limited to consumer, criminal, driving, educational information, and/or information on your character, work habits, performance, and experience, including reasons for separation from previous employers. You also understand that the Bank may be requesting information from governmental and private organizations that maintain records on activities that may have an affect on my job performance. You have the right to request that the Bank completely and accurately disclose to you the nature and scope of the investigation requested and to have a copy of any and all reports. Such a request must be made in writing to the Personnel Division of the Bank within a reasonable time after you complete the application.

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

Signature

Date



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Please answer every question. Use **BLUE** or BLACK INK only. **Please Print.**

Name: First Middle Last Phone Number Date

Address: Number Street City St. Zip

List previous addresses within the United States, if changed during the past 5 years.

No. Street City State From (Date) To

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EDUCATION Address Major Years Mth & Yr Degree
Name City, State Course Completed Graduated

High School

Business School

College

Graduate Work

List Scholastic honors, offices held and activities in high school and college:

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? _____ If so, when, where and what courses? _____



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What computer operating system(s) have you worked with? Please specify.

Windows: _____

Apple: _____

Other: _____

Please name the computer software applications you have worked with:

Word processing: _____ Database: _____

Spreadsheet: _____ Other (Please specify): _____

What computer hardware have you worked with such as printers, modems, etc.?



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EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, age, disability or other protected status.

1.	Employer:	Dates Employed		Work Performed:
		From	To	
	Address:			
		Hourly Rate/Salary		
	Telephone Number:	Starting	Final	
Job Title:		Supervisor:		
2.	Employer:	Dates Employed		Work Performed:
		From	To	
	Address:			
		Hourly Rate/Salary		
	Telephone Number:	Starting	Final	
Job Title:		Supervisor:		
3.	Employer:	Dates Employed		Work Performed:
		From	To	
	Address:			
		Hourly Rate/Salary		
	Telephone Number:	Starting	Final	
Job Title:		Supervisor:		
4.	Employer:	Dates Employed		Work Performed:
		From	To	
	Address:			
		Hourly Rate/Salary		
	Telephone Number:	Starting	Final	
Job Title:		Supervisor:		
5.	Employer:	Dates Employed		Work Performed:
		From	To	
	Address:			
		Hourly Rate/Salary		
	Telephone Number:	Starting	Final	
Job Title:		Supervisor:		

If you need additional space, please continue on a separate sheet of paper.

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PERSONAL REFERENCES

(Omit former employers or relatives)

Name	Address	Occupation	Years Known	Telephone
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Please read before signing: If you have any questions regarding this statement, please ask them of an employment interviewer ***before*** signing.

I authorize the Bank to make any inquiries deemed necessary for the purpose of evaluating my application for employment with the Bank. I also authorize previous employers, character references named, or any other persons to release to the Bank my employment or scholastic record, together with any other information, personal or otherwise.

I further understand that misrepresentation or omission of any fact or circumstance called for in this application which would affect my application unfavorably, receipt of unsatisfactory references, or failure to take or pass a prescribed physical examination will be sufficient cause for termination of my employment, if I shall have been employed.

If accepted as an employee of the Bank, I do hereby pledge myself to observe in confidence and not disclose any information related to Bank business with any person, firm, or entity, except only such matters that I may have expressed authority from an authorized officer of the Bank to disclose.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I hereby acknowledge that I have read the above statement and understand the same.

Signature

Date



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From here on, please **WRITE** in your **NORMAL HANDWRITING**.

Type of work desired: _____

Salary Requirements: _____

How were you referred to us? _____

Date available for work? _____

Are you 18 years old, or older? Yes No

If hired, are you able to provide proof of a right to remain and work in the U.S.? Yes No

EMPLOYMENT RECORD

Have you been employed here previously? Yes No

Have you ever applied for employment here before? Yes No

Have you ever been convicted of a criminal offense involving dishonesty or breach of trust? (including, but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? Yes No

By completing this application you authorize us to check criminal records concerning any convictions you may have.

WORK EXPERIENCE AND/OR TRAINING

	None	Light	Heavy
Calculator			
File Clerk			
Typewriter (wpm)			

	None	Light	Heavy
Computer Operation			
Proof Machine			
Receptionist			
Clerical Supervisor			