



## Employment History

Starting with your most recent employer, provide the following information regarding all previous employers.

Most recent employer:			
Street address:	City:	State:	Zip:
Telephone number:			
Starting Month/Year:		Ending Month/Year:	
Starting job title/final job title:			
Most recent supervisor and his/her title:		May we contact for a reference: Yes ____ No ____ Later ____	
Why did you leave?			
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were things you like least about the position?			
Starting Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
Final Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
		Commission/Bonus/Other Compensation \$	
		Commission/Bonus/Other Compensation \$	

Second most recent employer:			
Street address:	City:	State:	Zip:
Telephone number:			
Starting Month/Year:		Ending Month/Year:	
Starting job title/final job title:			
Most recent supervisor and his/her title:		May we contact for a reference: Yes ____ No ____ Later ____	
Why did you leave?			
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were things you like least about the position?			
Starting Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
Final Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
		Commission/Bonus/Other Compensation \$	
		Commission/Bonus/Other Compensation \$	

Third most recent employer:			
Street address:	City:	State:	Zip:
Telephone number:			
Starting Month/Year:		Ending Month/Year:	
Starting job title/final job title:			
Most recent supervisor and his/her title:		May we contact for a reference: Yes ____ No ____ Later ____	
Why did you leave?			
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were things you like least about the position?			
Starting Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
Final Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
		Commission/Bonus/Other Compensation \$	
		Commission/Bonus/Other Compensation \$	

## Employment History (continued)

Fourth most recent employer:			
Street address:	City:	State:	Zip:
Telephone number:			
Starting Month/Year:		Ending Month/Year:	
Starting job title/final job title:			
Most recent supervisor and his/her title:		May we contact for a reference: Yes ___ No ___ Later ___	
Why did you leave?			
Summarize the type of work performed and job responsibilities.			
What did you like most about your position?			
What were things you like least about the position?			
Starting Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
Final Compensation: <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		\$	per
		Commission/Bonus/Other Compensation \$	
		Commission/Bonus/Other Compensation \$	

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_

\_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? .....  Yes  No

If **yes**, please explain: \_\_\_\_\_

\_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience)

<input type="checkbox"/> Word Processing <div style="text-align: right;">Years: _____</div>	<input type="checkbox"/> E-mail <div style="text-align: right;">Years: _____</div>
<input type="checkbox"/> Spreadsheet <div style="text-align: right;">Years: _____</div>	<input type="checkbox"/> Other <div style="text-align: right;">Years: _____</div>
<input type="checkbox"/> Presentation: <div style="text-align: right;">Years: _____</div>	<input type="checkbox"/> Other <div style="text-align: right;">Years: _____</div>

## Educational Background

Starting with your most recent school attended, provide the following information.

School (City & State)	Years Completed	Completed	GPA/Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
			( )	
			( )	
			( )	

**Applicant Acknowledgment and Authorization**

I certify that the information provided by me on this application, and in any accompanying documents or statements, is true and correct without misrepresentation or omission of any kind whatsoever. I understand that if any of this information is discovered to be incorrect, false or misleading, or if there are any misrepresentations or omissions of any kind whatsoever, I will be disqualified from consideration for employment or, if hired, will be discharged.

I understand that Community Bank & Trust will verify the information provided on this application including education, employment, and criminal conviction information.

I authorize all persons, employers, schools, organizations, and law enforcement agencies to give any information to Community Bank & Trust that they may have regarding me. I hereby release those persons, employers, schools, organizations, and law enforcement agencies, and all individuals connected with them, from all liability including any claim for damages for releasing this information to Community Bank & Trust.

By signing this application, I understand this application is not intended to be a contract of employment. If I am hired, I understand that, absent a written contract signed by Community Bank & Trust's President which provides otherwise, either I or Community Bank & Trust may terminate the employment relationship with or without notice or cause.

This document will not be considered after ninety, (90) days following its date.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT ACKNOWLEDGEMENT  
 I certify that I have read, fully understand and accept all terms of the forgoing Applicant Acknowledgment

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



*An Equal Opportunity Employer*





**Pre-Employment Inquiry Release**

In connection with, and duration of my employment (including contract for services) with you, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

I authorize by my signature below and without reservation, any party or agency contacted by Community Bank & Trust to furnish the above mentioned information:

\_\_\_\_\_  
*Employee Name (Print)* *Date*

\_\_\_\_\_  
*Employee Signature* *Social Security Number*  
*(For Identification Purposes Only)*

\_\_\_\_\_  
*Employee Date of Birth*  
*(For Identification Purposes Only)*

Residences for the past five years *(For Identification Purposes Only)*:

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*  
*Dates: From:* \_\_\_\_\_ *To:* \_\_\_\_\_

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*  
*Dates: From:* \_\_\_\_\_ *To:* \_\_\_\_\_

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*  
*Dates: From:* \_\_\_\_\_ *To:* \_\_\_\_\_

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*  
*Dates: From:* \_\_\_\_\_ *To:* \_\_\_\_\_

\_\_\_\_\_  
*Address* *City* *State* *Zip Code*  
*Dates: From:* \_\_\_\_\_ *To:* \_\_\_\_\_