

An EEO  
Employer/Vet/  
Disabled

# APPLICATION FOR EMPLOYMENT

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Disabled

Wilson & Muir Bank & Trust Co. receives applications and hires employees without regard to race, gender identity, sex, sexual orientation religion, age, national origin, marital status, disability, veteran status, or any other protected category. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in Wilson & Muir Bank & Trust Co.

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

## PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle Initial  
Present Address \_\_\_\_\_ Home or nearest phone \_\_\_\_\_  
No. Street City State Zip  
How long have you lived at the above address? \_\_\_\_\_  
Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
No. Street City State Zip  
Are you over age 18?  Yes  No If no, employment is subject to verification that you are of minimum legal age.  
Are you legally eligible to work in the U.S.?  Yes  No

## EMPLOYMENT INFORMATION

Position applying for \_\_\_\_\_ Date available for work \_\_\_\_\_  
What salary or pay rate do you expect? \_\_\_\_\_  
Type of employment  Full Time  Part Time  Temporary  
What days and hours are you available to work? Days \_\_\_\_\_ Hours \_\_\_\_\_  
Have you ever applied for a job with us before?  Yes  No When? \_\_\_\_\_  
Have you ever been warned, disciplined, or discharged for violating company rules?  Yes  No If so, state reason and date.  
\_\_\_\_\_  
Have you ever been accused of stealing as an adult?  Yes  No If so, explain.  
\_\_\_\_\_  
Do you use illegal drugs?  Yes  No  
Does your present employer know of your plans to change employment?  Yes  No Why do you desire to make a change?  
\_\_\_\_\_  
Have you ever held a position of trust (handling money or confidential material)?  Yes  No  
Do you have steady transportation to work?  Yes  No  
Have you ever been discharged or asked to resign?  Yes  No  
Are there any other experiences, skills, or qualifications you have that specifically relate to working here? \_\_\_\_\_  
\_\_\_\_\_  
Do you have any friends or relatives that currently work here?  Yes  No Name \_\_\_\_\_  
Are you aware of and understand the essential functions of the job for which you are applying?  Yes  No

## EDUCATION INFORMATION

SCHOOLING	YEARS COMPLETED	DEGREE REC. AND MAJOR SUB.	NAME OF SCHOOL	LOCATION	DID YOU GRADUATE?
GRAMMAR OR HIGH SCHOOL					
TRADE, BUS., OR CORRESPONDENCE					
COLLEGE					
GRADUATE SCHOOL					

Describe any other specialized or professional training (such as business, technical, or banking school). Include study courses given through public or private employment. State whether degree or certificate received.  
\_\_\_\_\_

**PRIOR WORK RECORD** (Start with most recent or present employer.)

<b>1) Name &amp; Address of Most Recent Employer</b>		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
<b>2) Name &amp; Address of Employer</b>		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
<b>3) Name &amp; Address of Employer</b>		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		
<b>4) Name &amp; Address of Employer</b>		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Your Job Title & Duties	Date Left	Last Rate
Reason for leaving		

**REFERENCES** (DO NOT LIST RELATIVES.)

Name	Address	Phone	Relationship

*The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements or omission of information on this application, a resume, or other applicant information provided may be considered sufficient reason for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit bureau of your choice. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. Such an inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.*

I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. **I understand that employment at Wilson & Muir Bank & Trust Co. is on an "at will" basis, and includes no guarantee, contract, or promise of employment for any specific length of time.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)  
SELF-IDENTIFICATION FORM**

Qualified applicants are considered for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, age, marital status, sexual orientation, veteran status, disability, or other protected characteristic.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. **Submission of this information is voluntary** and refusal to provide it will not subject you to **any** adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

**This detachable form will be kept in a confidential file separate from your application for employment.** Name (Last,

First, MI): \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Applied: \_\_\_\_\_

**Gender Identification (check one)**

\_\_\_\_\_ Female \_\_\_\_\_ Male

**Race/Ethnic Identification (check one):**

\_\_\_\_\_ **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

If you did not check "Hispanic or Latino" above, please select one of the following race/ethnic identifications.

\_\_\_\_\_ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

\_\_\_\_\_ **Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.

\_\_\_\_\_ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

\_\_\_\_\_ **Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

\_\_\_\_\_ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

\_\_\_\_\_ **Two or More Races (Not Hispanic or Latino)** - MI persons who identify with more than one of the above five races.

\_\_\_\_\_ Decline self-identification

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

\_\_\_\_\_  
Date

**PROTECTED VETERAN SELF-IDENTIFICATION FORM**  
**[41 C.F.R. § 60-300.42]**

Wilson & Muir Bank is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 ("VEVRAA"), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

- 1) A "disabled veteran" is one of the following:
  - a. A veteran of the U.S. military, ground, naval or air force who is entitled to compensation) or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran Affairs; or
  - b. A person who was discharged or released from active duty because of a service-connected disability.
- 2) A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- 3) An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.
- 4) An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

If you believe you are a member of any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. Your decision to provide the relevant information is purely voluntary on your part, and refusal to provide such information will not subject you to any adverse treatment. The information will not be used in a manner inconsistent with VEVRAA, as amended.

The information will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN STATUS LISTED ABOVE.

I AM NOT A PROTECTED VETERAN

I CHOOSE NOT TO DISCLOSE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name