

# Valliance Bank

## Application for Employment

Valliance Bank is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

**Please Print or Type**

**ALL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL**

Read and answer all questions completely. Feel free to attach your resume; however, all sections MUST be completed

### Personal Data

Name (Last, First, Middle)		Social Security Number:
Address (Number & Street)	City, State, Zip Code:	Phone Numbers: Home: (    ) Alternate: (    )
Position(s) applied for (please be specific):	Monthly Salary Desired:	Do You Prefer: Full-Time    Part-Time Temporary
How were you referred to us?	Name of agency, newspaper, employee, etc.	
Are you free to travel? yes    no	Are you free to relocate? yes    no	If yes, geographical preference(s):
Do you have the legal right to be employed in the United States?    yes    no		

If offered a position, the Immigration Reform & Control Act of 1986 requires you to furnish proof of your employment authorization and your identity before you can begin work.

### Education

Name(s) used on school records (if different from above):

Schools	Name & Address of School	Dates Attended		Degree or Highest Grade Completed	Major
		From Month/Year	To Month/Year		
High School					
College(s)					
Graduate School					
Technical, Business or Other					

Now attending: (circle one)      Undergraduate School      Graduate School      % Completed

### Special Qualifications

List any job-related organizations of which you are a member:

List software (name) you use regularly and your knowledge level (beginner, intermediate, advanced)?

MS Word	_____	MS Excel	_____
MS Windows	_____	MS Outlook	_____
Publishing	_____	Graphics	_____
ACT	_____	Other	_____

What daily tasks do you use a computer for? \_\_\_\_\_

Professional or Personal Development courses: \_\_\_\_\_

Special Qualifications: (any additional strengths or skills that you feel would be an asset)

# Employment History

Start with your current employer. Do not omit any employment period.

Attach an additional sheet if necessary.

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			
If still employed, may we contact your present employer?    Yes    No			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

## References

Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:

## Additional Personal Data

Are you able to perform the essential function of the job for which you have applied with or without or without reasonable accomodation?  
If no, please explain.

Have you been convicted of a felony within the past five years?  
(An affirmative response will not automatically disqualify you from being a candidate for employment.)  
If yes, please explain.

If you are under 18, do you have a work permit?

## Educational Release Authorization

NOTE: This Release Authorization must include all institutions which you have attended after high school.

I hereby authorize the following institutions to release to Valliance Bank verification of my attendance at:

School:	City,	State	Graduation Date (If applicable)
Degree/Major:	I attended under the name of:		
School:	City,	State	Graduation Date (If applicable)
Degree/Major:	I attended under the name of:		
Signature:	Date:		
Social Security Number:			

Acknowledgement Agreement

By signing or typing my name below, I hereby certify that all questions answered on the application as well as in any additional employment documents are true and correct. I authorize the Company to contact my former employer, references furnished, and all other sources they see fit. I am aware that the employer may now and from time to time seek information regarding an employees character, general reputation, personal characteristics and mode of living. I know that this information could include background investigations, credit reports and could involve personal interviews with my neighbors, friends, or other people with whom I am acquainted or who have knowledge about me.

I hereby release all parties concerned from any liability for damages on account of furnishing such information. I also understand that the completion of this form does not assure me a position with this Company and does not obligate them in any way. I also understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for immediate employment discharge. I further agree in the event of any violations of said Company policies, that you may terminate my employment from the Company, without any further liability.

I understand that if I am employed with the Company, such employment is for an unspecified term and may be terminated at-will by either party, with or without cause or notice. This aspect of employment cannot be changed absent an individual written employment contract signed by the employee and an Executive Vice President and/or President of the Company. I acknowledge the fact that this application for employment will be active for 30 days; after this time period, I must reapply for further consideration. I also understand that I must complete an application for each position I am applying for.

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Date

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Signature

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Social Security Number

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***For Human Resources Department Use Only***

Office Location	Salary	Hire Date
Department	Position	Grade/Pay Points and Job Code
Supervisor	HR Representative	Work Telephone Number

