



# APPLICATION FOR EMPLOYMENT

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. At its own expense, this firm may arrange for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company (not relative to race, color, religious creed, national origin, sex, or ancestry) it will be difficult to secure this bond and we may be unable to offer employment.

Please print all information requested.

## PERSONAL

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First MI

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

Soc Sec # \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Position(s) desired \_\_\_\_\_ What date are you available? \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

Have you had special training or do you have skills that would be beneficial in the position you are applying for?

## EMPLOYMENT (begin with most recent)

Name of Employer \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

Describe Work \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

Describe Work \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Why did you leave? \_\_\_\_\_

Name of Employer \_\_\_\_\_ Dates employed \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ Position Title \_\_\_\_\_

Describe Work \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_

Why did you leave? \_\_\_\_\_

| <b>EDUCATION</b> | <u>Name and location</u> | <u>No. of years completed</u> | <u>Course of study</u> | <u>Did you graduate?</u> |
|------------------|--------------------------|-------------------------------|------------------------|--------------------------|
| Graduate         |                          |                               |                        |                          |
| College          |                          |                               |                        |                          |
| High School      |                          |                               |                        |                          |
| Elementary       |                          |                               |                        |                          |
| Other            |                          |                               |                        |                          |

**SPECIALIZED SKILLS**

Please describe any specialized skills and qualifications acquired from employment, education or experience.

Please list any technology or computer software skills.

**MILITARY**

Did you serve in the U.S. Armed Forces? \_\_\_\_\_ If yes, which branch? \_\_\_\_\_

Did you receive training relevant to the position for which you are applying? Please describe. \_\_\_\_\_

**GENERAL**

Previous Address \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ If no, employment is subject to verification.

Why are you seeking employment with us? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, what was the outcome? \_\_\_\_\_

**PERSONAL REFERENCES** (Business persons preferred)

| <b>Name</b> | <b>Occupation</b> | <b>Phone number</b> | <b>Address</b> |
|-------------|-------------------|---------------------|----------------|
|             |                   |                     |                |
|             |                   |                     |                |
|             |                   |                     |                |

*Please note that all applicants will be required to provide the Milton Bank with written authorization to obtain a copy of the applicant's credit report. All applicants under consideration for employment will have their credit reports reviewed as part of the application process. If an applicant is denied employment, either wholly or in part, as a result of information contained in the credit report, the applicant will be advised of this fact in writing and will be provided with the name and address of the consumer reporting agency from whom the credit report was obtained.*

**\*The Milton Banking Company is and Equal Opportunity Employer\* \*\*We are an Employment at Will Employer\*\***

I hereby affirm that the foregoing answers and statements are true and correct and that I have not withheld any information which could, if disclosed, affect this application unfavorably.

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

**The Milton Banking Company**  
**Notification and Authorization Form**  
**For Employment Credit Report**

I authorize the Milton Banking Company to obtain a credit report and/or motor vehicle report on myself through the credit reporting agency of its choice. If employed, I further authorize The Milton Banking Company to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partly to the information on the credit report, The Milton Banking Company will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

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

Applicant Name: \_\_\_\_\_ Soc Sec #: \_\_\_\_\_

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

\_\_\_\_\_