
Last Name

First

M

APPLICATION FOR EMPLOYMENT



An Equal Opportunity Employer



(PLEASE PRINT CLEARLY)

POSITION APPLIED FOR _____ DATE OF APPLICATION _____

REFERRAL SOURCE ___ Advertisement ___ Employee ___ Relative ___ Walk-in
___ Employment Agency ___ Government Employment Agency ___ Other
Name of Source (if applicable)

City Bank does not discriminate on any employment practice on the basis of race, religion, color, sex, age, national origin, marital status, veteran's status, the presence of a non-job-related medical condition or disability. No question on this application is intended to secure information which could be of a discriminatory nature.

Applications are held on file for 3 months after the date submitted. In order to be eligible for hire after that time, an applicant must reapply by completing a new application.

Name
Present address
Telephone Numbers: Home () Work ()
Previous address
Social Security Number

Were you previously employed by us? yes ___ no ___ If yes, when?

Have you ever applied for employment with us before? Yes ___ No ___ If yes, when?

Are you legally eligible to work in the United States? yes no

Are you currently employed? yes no

Can you travel if the job requires it? yes no

Have you ever been bonded? yes no

Have you ever been convicted of a felony? yes no

If yes, please explain. _____

Were you in the U.S. Armed Forces? yes ____ no ____ If yes, what branch?

Are you available to work ____ full time ____ part time ____ temporary ____ shift work ____ overtime

If an employment offer were made, on what date would you be available for work? _____

RECORD OF EMPLOYMENT

(Please list most recent employment first.)

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

Name and Address of Company and Type of Business	FROM		TO		Monthly Starting Salary	Monthly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

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	Mo.	Yr.	Mo.	Yr.				
	Title/Job duties:							
Telephone								

(Please note if you have worked under a different name for any of these employers.)

I hereby give my permission to contact the employers listed above concerning my prior work experience.

Signed _____

Please indicate any employers you do not wish us to contact.

Describe the skills and aptitudes you possess that would qualify you for a position with City Bank

RECORD OF EDUCATION

SCHOOL	Name and Address of School	Course of Study	Dates Attended	Circle last year completed	List diploma or degree
High School/ Prep School		N/A	N/A	1 2 3 4	N/A
Trade/ Business School				1 2 3 4	
College				1 2 3 4	
Graduate Work/ Other (<i>Specify</i>)				1 2 3 4	

Foreign Languages (Please Circle) **Fluency Level**

Language _____ Speak Read Write Good Fair

Language _____ Speak Read Write Good Fair

PERSONAL REFERENCES

Please list three references who are not former employers or relatives.

Name and Occupation	Address	Telephone	Years Known
1.			
2.			
3.			

Please list professional, trade, business, or civic associations and any offices held. (Exclude organizations which would reveal sex, race, religion, national origin, age, disability, veteran or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, disability, veteran or other protected status.)

Hours Available to Work:

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>

PLEASE READ CAREFULLY BEFORE SIGNING THE APPLICATION

I agree to abide by the guidelines set forth in the Bank's alcohol/drug policy and I understand that compliance is a condition of employment. I further consent to, agree to and authorize the Company or an authorized third party acting at the request of the Company, to obtain my bodily fluid to conduct testing for illicit drugs or unauthorized substances and to conduct such testing. I understand and acknowledge that as an employee of the Company I may be subjected to testing without any notice and I consent to, approve and authorize such testing. I further authorize, approve and consent to the release of any testing information or results by a third party laboratory to the Company

I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Bank to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I authorize the Bank to investigate criminal court records and as a result I will be requested to complete an Authorization to Obtain Consumer and Investigative Consumer Report form.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. Because of amendments to the Fair Credit Reporting Act in 1997, I understand that extra procedures are required of the Bank. Thus, I will be notified as to those procedures if my application for employment necessitates a credit report. I further understand that any false information, misleading statements or omission of facts will be sufficient cause for rejection of my application if the Bank has not employed me and for immediate dismissal if the Bank has employed me.

In the event of my employment with the Bank, I will comply with all rules, regulations, and policies set forth in the Bank's policy manual or other communications distributed by the Bank. I understand the Bank promotes an alcohol/drug free workplace. I agree to abide by the guidelines set forth in the Bank's alcohol/drug abuse policy.

I understand that nothing in this employment application, in the Bank's policy statements or personnel guidelines, or in my communications with any Bank official is intended to create an employment contract between the Bank and me. I also understand that the Bank has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that the Bank employs individuals under the employment-at-will doctrine and that this is not subject to any changes. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Bank retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

Signature of Applicant

Date

EMPLOYMENT DATA RECORD

_____ I do not wish to provide the information requested below.
(Please Print)

City Bank is subject to Federal regulations requiring reporting of certain information on applicants for employment. To assist in this effort, all applicants are requested to complete this form. **Your cooperation is strictly voluntary.** This form will be kept separate from your employment application and the information contained will be kept confidential. It will not be available to personnel involved in the hiring process. The information given will be used only for reporting purposes in accordance with Federal laws and regulations.

If you do not wish to provide this information, please print your name, the date and please indicate such fact in the appropriate space below. **Your decision in this regard will not affect your application.**

SECTION 1 (To be completed pre-offer)

Date _____ Position _____ applied _____ for _____

Name _____

—

Address _____

City _____ State _____ Zip _____

Social Security Number _____

_____ Male _____ Female

Ethnic Origin: (Check One)

_____ White _____ Hispanic _____ American Indian/Alaskan Native
_____ Black _____ Other _____ Asian/Pacific Islander

SECTION 2 (To be completed post-offer)

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____ Special Disabled Veteran

_____ Other Protected Veteran _____ Disabled Individual

_____ Newly Separated Veteran

If you wish to be considered disabled for purposes of our Affirmative Action Program, please identify your disability and what accommodations, if any, you may need to successfully perform your work.

APPLICANT – PLEASE KEEP FOR YOUR RECORDS

**CITY BANK
LUBBOCK, TEXAS**

**CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT
DISCLOSURE**

City Bank may obtain a “consumer report” including but not limited to your personal background and credit information through credit agencies, records search, or other sources for purposes related to your application for employment or continued employment with City Bank including hiring, promotion, reassignment, or retention. City Bank may also obtain an “investigative consumer report,” as defined by the Fair Credit Reporting Act, to evaluate your personal background including character, general reputation, personal characteristics, and mode of living through personal interviews with neighbors, friends, associates, or other resources for purposes related to your application for employment or continued employment with City Bank. The Fair Credit Reporting Act requires that this disclosure inform you of your rights which are disclosed and titled “A Summary of Your Rights Under the Fair Credit Reporting Act.”

CITY BANK LUBBOCK, TEXAS

AUTHORIZATION TO OBTAIN CONSUMER REPORT AND INVESTIGATIVE CONSUMER REPORT

The undersigned authorizes City Bank to obtain background and credit information through credit agencies, records search, or other sources for purposes related to the undersigned's application for employment or continued employment with City Bank including hiring, promotion, reassignment, or retention. The undersigned also authorizes City Bank to obtain an "investigative consumer report," as defined by the Fair Credit Reporting Act, to evaluate my personal background including character, general reputation, personal characteristics, and mode of living through personal interviews with neighbors, friends, associates, or other sources for purposes related to my application for employment or continued employment with City Bank. This authorization shall automatically remain effective throughout the application process and employment relationship, should one exist.

Signature

Date

PLEASE PRINT IN BLOCK, CAPITAL LETTERS

First Name

Middle(Maiden)

Last

Address

City/State/Zip Code

List any other last names you have ever used (maiden/former married name) and the years used:

Social Security Number _____ Position Applying For _____

Driver's License Number _____ State _____

Date of Birth _____

*** Information regarding date of birth is used for the sole purpose of securing background check information. It is in no way intended to be used for employment decisions.**

APPLICANT – PLEASE KEEP FOR YOUR RECORDS

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identify theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688
- **You may seek damages from violators.** If a Consumer Reporting Agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, D.C. 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, D.C. 20219 1-800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, D.C. 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, D.C. 20552 1-800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State chartered banks that are not members of the Federal Reserve System.	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, # 100, Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former civil Aeronautics Boards or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, D.C. 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, D.C. 20250 202-720-7051