

KINGSTON NATIONAL BANK



EMPLOYMENT APPLICATION

APPLICANT INFORMATION											
Last Name				First				M.I.	Date		
Street Address							Apartment/Unit #				
City				State				ZIP			
Phone				E-mail Address							
Date Available				Social Security No.				Desired Salary			
Position Applied for											
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?								
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain								
EDUCATION											
High School				Address							
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
College				Address							
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
Other				Address							
	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree							
REFERENCES											
<i>Please list three professional references.</i>											
Full Name				Relationship							
Company				Phone							
Address											
Full Name				Relationship							
Company				Phone							
Address											
Full Name				Relationship							
Company				Phone							
Address											

PREVIOUS EMPLOYMENT

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

SPECIAL SKILLS (ANY ADDITIONAL SKILLS YOU WOULD LIKE TO SHARE)

ACTIVITIES (CIVIC, ATHLETIC, FRATERNAL, ETC.)

Applicant Acknowledgement and Permission to Release Information

PLEASE READ BEFORE SIGNING.

IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM OF THE INTERVIEWER BEFORE SIGNING.

In the event of my employment by Kingston National Bank, I will comply with the rules and regulations set forth in the bank's employee manual and with any other communications transmitted to bank employees.

As it processes my employment application, I understand that the bank will be requesting an employment background screening that will detail my credit/financial background. I also understand that the bank will be investigating the truthfulness of this job application and I hereby consent to this truthfulness investigation. I understand that as a result of this investigation an internal bank report will likely be prepared that includes information as to my character and general reputation. I understand that this report will be kept confidential and will be used only by responsible bank staff to make decisions regarding my employment and for no other purpose. I also understand, that to protect the confidential nature of two-way investigation discussions I will not have the right to read this report, but if I so request within a reasonable time after completing this application, the bank's HR manager brief me on its contents leaving out only the names of the individuals talked to during the investigation.

I understand and agree that if I am employed by Kingston National Bank, my employment is at-will so that I may terminate my employment at any time and for any or no reason. I also understand and agree that nothing contained in Kingston National Bank's employment application or in the granting or conducting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or creates or is intended to constitute or to create a contract or promise between me and Kingston National Bank for employment, hours of work, or for the providing of benefits. Moreover, I acknowledge that Kingston National Bank reserves the right to modify, revoke, suspend, terminate or change any or all of its plans, policies, or procedures at any time, without prior notice. No promises or guarantees regarding employment, hours of work, or for the providing of benefits have been made to me and I understand and agree that no such promise or guarantee is binding on Kingston National Bank unless they are expressed promises, made in writing, and signed by the President of Kingston National Bank.

I hereby acknowledge that I have read the above statement; that I understand it, and I certify that the information contained in my application is correct and complete to the best of my knowledge and belief. I understand that knowingly making a false statement or omission in this application may cause job application rejection, and could result in the termination of my employment if falsehoods come to light after my employment begins.

Signature of Applicant

Date