

Application for Employment

The First National Bank
101 E. Bridge Street/P.O. Box 400
Granbury, Texas 76048

The First National Bank (“FNB”) of Granbury is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

If you require accommodation of a disability in order to complete any portion of the application process, please inform the Human Resources Representative at 817 573 2655. So that we can have the best opportunity to provide necessary and reasonable accommodation, we ask that you give us as much notice as possible prior to the need.

Instructions: In filling out your application, you are requested to furnish complete and accurate information about yourself, your employment history, your education and the position applied for. All applications are verified. A false or incomplete application will not be considered and can be used as a reason for discharge.

Please complete the *entire* application and all accompanying documents. You may return the *completed* package to any of our locations during our normal business hours.

Voluntary Employment Data Record

****The Employment Data Record will be detached and kept in a Confidential File and will not be a part of your Application for Employment.****

Employees and applicants are treated without regard to race, color, religion, age, sex, national origin, veteran status or disability, or any other legally protected status.

The purpose for this Employment Data Record is to comply with government record keeping, report and other legal requirements. This data is for statistical analysis with respect to the success of our Affirmative Action program. Although completion of this Employment Data Record is optional, your assistance in providing the information is appreciated.

Please Note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Please complete the following:
(Please print)

Last Name	First Name	Middle Initial	
Street Address	City	State	ZIP
Social Security Number			

Position Applied For: _____
How did you hear about this position? _____
Check one: : Male Female
Check one of the following for Racial/Ethnic Origin:
Caucasian Hispanic Native American
African-American Asian/Pacific Islander Other _____ please specify

Disposition for Company Use Only	
Hired	_____
Rejected Offer	_____
Did Not Hire	_____ Reason: _____

Please Enter Today's Date: _____

Date: _____

Position Applied For

Job/Function: _____ Referred by: _____

Hourly Pay Desired: _____ Date available for work: _____ Full-time?: **Y N** Part-time?: **Y N**

Can you work Saturdays? _____ Can you work overtime when necessary? _____

Personal Information

Social Security #: _____

Last Name: _____ **First Name:** _____ **Initial:** _____

Other Names Used While Employed: _____

Address: _____ City/State/Zip: _____ How Long?: _____

Previous Address: _____ City/State/Zip: _____ How Long?: _____

Home Phone #: _____ Business/Message Phone #: _____

Have you ever interviewed with FNB before? **Y N** If yes, list date: _____

Have you ever been employed by FNB before? **Y N** If yes, list start & end dates: _____

Do you have any relatives employed by FNB? **Y N** If yes, list name(s): _____

Do you reside with any employees of FNB? **Y N** If yes, list name(s): _____

Are you at least 18 years of age? **Y N**

List all special skills you possess and machines or office equipment you can use such as calculators, computer equipment and software, etc.

Answer this question only if the position requested requires driving

- Driver's license # _____ State: _____ Expire Date: _____
- Provide a copy of your current auto insurance declarations page.

References – Please list three people, not related to you, whom you have known at least three years. They should be able to help us determine your qualifications for the position you requested.

Name	Address	Occupation	Phone #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Employment History (Present or most current job first. Use extra paper if needed and account for ALL gaps in employment).

Start Date: _____ Employer Name: _____
 End Date: _____ Employer Address: _____
 Supervisor Name: _____ Supervisor Phone #: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Duties and Responsibilities: _____

 Reason for Leaving: _____

Start Date: _____ Employer Name: _____
 End Date: _____ Employer Address: _____
 Supervisor Name: _____ Supervisor Phone #: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Duties and Responsibilities: _____

 Reason for Leaving: _____

Start Date: _____ Employer Name: _____
 End Date: _____ Employer Address: _____
 Supervisor Name: _____ Supervisor Phone #: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Duties and Responsibilities: _____

 Reason for Leaving: _____

Start Date: _____ Employer Name: _____
 End Date: _____ Employer Address: _____
 Supervisor Name: _____ Supervisor Phone #: _____
 Job Title: _____ Starting Salary: _____ Ending Salary: _____
 Duties and Responsibilities: _____

 Reason for Leaving: _____

Education and Training

Check Highest Grade or Year Completed:	High School	9	10	11	12	
	College (# of years)	1	2	3	4	5+
	Trade/Business School (# of years)	1	2	3	4+	

School	City/State	Major Studies	Diploma, Highest Degree Earned, License or Certificate
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____

Describe any continuing education or other training that further qualifies you for the position applied for: _____

May we contact your current employer for references? Y N

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?

Have you ever been convicted, pled guilty or received deferred adjudication for a crime (other than minor traffic offenses)? If Yes, please explain and give dates:

(Answering "Yes" will not necessarily exclude you from employment).

Are there any felony charges pending against you?

Are you currently authorized to work in the United States (proof of authorization will be required within the first three days of employment and failure to provide such proof will result in immediate termination, as required by law?

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete and I understand that any misstatement, falsification or omission of information may be grounds for refusal to hire or, if hired, termination. This applies regardless of the time elapsed after its discovery.

I understand that FNB will verify my personal information, employment history, education, training and references as needed to research my qualifications for this position. I further understand that FNB will verify my credit history and will perform background checks on me through law enforcement agencies. And if I am applying for employment requiring driving I understand that FNB will also investigate my driving record.

I acknowledge that nothing in this Application For Employment, the granting of an interview or even my subsequent employment with FNB is intended to create an employment contract between myself and FNB under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired, my employment will be terminable **at will** and may be terminated by me or FNB at any time and for any reason. I understand that no agreement or promise regarding my employment is binding on the Bank unless it is in writing and signed by the Bank's President.

I understand that FNB may require me as an applicant for employment to consent and submit to and pass a drug test as a prerequisite to employment. I also understand that FNB may require me as an applicant for employment to consent and submit to a search of my personal belongings and my vehicle as a prerequisite to employment. My refusal to consent and submit to either or both the drug test and/or the search may constitute grounds for the termination of consideration for employment.

I also understand that this application will remain active for six months from the date below.

I hereby acknowledge that I have read and agree to the above statements and affirm them as my own.

Signature of Applicant

Date