

# Application for Employment

Please Print

First State Bank of the Ozarks

106 E. Cleveland  
Monett, MO 65708  
417-235-6100  
fsbozk.com



**FIRST STATE BANK**  
OF THE OZARKS — SINCE 1944

Equal access to programs, services and employment is available to all persons. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name _____	Last	First	Middle	Applicant ID # _____
Address _____	Street	City	State	ZIP Code _____
Telephone # (_____) _____	Cellular/Other Phone # (_____) _____	E-mail Address _____		
Position(s) applied for _____		Date of application _____		
Days Available for Work				
Monday	Tuesday	Wednesday	Thursday	Friday
Saturday				

If necessary, best time to call you is ..... : AM  
PM

Home  Cellular/Other

May we contact you at work? .....  Yes  No

If yes, work number and best time to call:

(\_\_\_\_\_) \_\_\_\_\_ : AM  
PM

If you are under 18 and it is required,  
can you furnish a work permit? .....  Yes  No

If no, please explain: \_\_\_\_\_

Have you submitted an application here before? .....  Yes  No

If yes, give date(s) and position(s): \_\_\_\_\_

Have you ever been employed here before? .....  Yes  No

If yes, give dates: From \_\_\_\_\_ / \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_

Is this application a request for reemployment  
following an extended military leave of absence  
from this company? .....  Yes  No

If yes, additional information may be requested.

Are you legally eligible for employment  
in this country? .....  Yes  No

Date available for work ..... \_\_\_\_\_ / \_\_\_\_\_

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_ Per \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time

Are you currently employed? .....  Yes  No

Will you travel if job requires it? .....  Yes  No

Are you currently on "Lay-off" status and subject to recall? .....  Yes  No

Do any of your friends or relative,  
other than spouse work here? Yes  No

If yes, state name, relationship, and location

Are you able to perform the "essential functions" of the job  
for which you are applying (with or without reasonable  
accommodation)?

This question is not designed to elicit information about an applicant's disability.  
Please do not provide information about the existence of a disability, particular  
accommodation, or whether accommodation is necessary. These issues may be  
addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the  
job's "essential functions" to respond

Driver's license number required if driving may be required in the  
job for which you are applying:

\_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded? .....  Yes  No

Answering "yes" to the following question does not constitute an automatic bar to  
employment. Factors such as date of the offense, seriousness and nature of the  
violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to  
or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

Have you entered into an agreement with any former employer or  
other party (such as a noncompetition agreement) that might, in any  
way, restrict your ability to work for our company? .....  Yes  No

If yes, please explain: \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone #	Dates employed: Month / Year to Month / Year					
Street address	City	State	<b>Compensation (Starting)</b>				
Starting job title/final job title					<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference?				Commission/Bonus/Other Compensation \$ _____		
Why did you leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				<b>Compensation (Final)</b>		
E-mail: _____				<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities.							
What did you like most about your position?							
What were the things you liked least about the position?							

Employer	Telephone #	Dates employed: Month / Year to Month / Year					
Street address	City	State	<b>Compensation (Starting)</b>				
Starting job title/final job title					<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____
Immediate supervisor and title (for most recent position held)	May we contact for reference?				Commission/Bonus/Other Compensation \$ _____		
Why did you leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				<b>Compensation (Final)</b>		
E-mail: _____				<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____	Commission/Bonus/Other Compensation \$ _____
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Why did you leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				<b>Compensation (Final)</b>		
E-mail: _____				<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____	Commission/Bonus/Other Compensation \$ _____
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What did you like most about your position?							
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Why did you leave?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				<b>Compensation (Final)</b>		
E-mail: _____				<input type="checkbox"/> Hourly	<input type="checkbox"/> Salary	\$ _____ per _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities.							
What did you like most about your position?							
What were the things you liked least about the position?							

## Employment History (continued)

Explain any gaps in your employment, other than those due to personal illness, injury or disability. \_\_\_\_\_

If not addressed on previous page, have you ever been fired or asked to resign from a job? .....  Yes  No

If yes, please explain: \_\_\_\_\_

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

<input type="checkbox"/> Word Processing _____	Years: _____	<input type="checkbox"/> Internet _____	Years: _____
<input type="checkbox"/> Spreadsheet _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> Presentation _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____
<input type="checkbox"/> E-mail _____	Years: _____	<input type="checkbox"/> Other _____	Years: _____

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City and State)	Years Completed	Completed	GPA	Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____			
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____			
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____			

## References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			(      )		
			(      )		
			(      )		

## Social Security Number

SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Related Information

To what job-related organizations (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, genetic information, citizenship, age, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.

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Indicate any foreign languages you can speak, read and/or write.

Is there any other job-related information you want us to know about you? \_\_\_\_\_

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## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 45 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

Date \_\_\_\_\_

# Consumer Report Authorization



**Employees of First State Bank of the Ozarks are required by policy to have acceptable credit histories at time of hiring and to maintain acceptable credit histories while employed. Therefore, before an applicant for employment is hired, before an employee is promoted, and at other appropriate times, First State Bank of the Ozarks may review the individual's credit history in order to verify compliance with First State Bank of the Ozarks' policy.**

**Information you provide below will be used to access your consumer credit report.**

**Printed Name**

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**Address**

**City /State/ ZIP**

**Security Number**

**Applicant or Employee: Please read carefully and sign below.**

**I understand that to be eligible for employment with First State Bank of the Ozarks, my credit history must be in good standing. I authorize First State Bank of the Ozarks to obtain a consumer credit report about me both before and (In the even I am hired) afterwards for the purpose of evaluating my eligibility for employment, promotion, or continued employment. I understand that a copy of my credit report and a summary of my rights as a consumer will be provided to me before any decision adversely affecting my employment is made if the decision is based on my consumer credit report.**

**Signature**

**Date**

**Telephone Number**