APPLICATION FOR EMPLOYMENT

Coast National Bank is an affirmative action/equal opportunity employer

PERSONAL INFORMATION (Please print)

NAME: Last	First	Middle	Social Security Number	Today's Date M/D/Y

ADDRESS: Street	City	State	Zip Code

PHONE NUMBER: Daytime	Evening	Referred By:

Are you less than 18 years of age? ___ Yes ___ No

If hired, can you provide proof of eligibility to work in the United States prior to starting work? ___ Yes ___ No

Have you been convicted of a felony in the last 7 yrs.? ___ Yes ____ No
If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you for employment.

EMPLOYMENT DESIRED

Position: Location: Salary Desired : Date available:

Are there any hours/days you cannot or will not work? _____Yes _____No If yes, List:

EDUCATION

	Name and Location of School	Circle Last Years Completed	Did You Graduate?	Subjects Studied and Degrees Received
High School		1 2 3 4		
College/Other Schools		1 2 3 4		
Other Schools		1 2 3 4		

List skills relevant to the position applied for: _____

SKILLS: ☐ 10-Key Typing _____ wpm ☐ Word for Windows ☐ Excel ☐ _____
Others:_____

What are your work aspirations and goals?_____

_____

_____

Are you able to perform the essential functions of the job with or without reasonable accommodations for which you are applying?
_____ Yes _____ No

_____

EMPLOYMENT HISTORY

List below current and last two employers, starting with most recent one first. Account for periods of unemployment in the space provided below.

From Mo. Yr.	To Mo. Yr.	Most Recent Employer: Name & Complete Address	
Starting $ Per	Ending $ Per	Position	Reason For Leaving
Description of Duties:			
Supervisor's Name		Phone Number ( )	May We Contact? Yes ___ No ___

From Mo. Yr.	To Mo. Yr.	Previous Employer: Name & Complete Address	
Starting $ Per	Ending $ Per	Position	Reason For Leaving
Description of Duties:			
Supervisor's Name		Phone Number ( )	May We Contact? Yes ___ No ___

From Mo. Yr.	To Mo. Yr.	Previous Employer: Name & Complete Address	
Starting $ Per	Ending $ Per	Position	Reason For Leaving
Description of Duties:			
Supervisor's Name		Phone Number ( )	May We Contact? Yes ___ No ___

PLEASE EXPLAIN ANY PERIODS OF UNEMPLOYMENT

From: To: How Did You Spend Your Time?

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REFERENCES Give below the names of two professional references whom you have known at least one year.

Name	Address & Phone Number	Business	Years acquainted. How Do You Know This Person?

CONSUMER CREDIT REPORT AND DRUG POLICY

In connection with your application for employment, Coast National Bank may request your authorization to obtain and review your consumer credit. Applicants may be required to take and pass a drug screening test before they can begin to work and employees may be tested if the company has a reasonable suspicion of substance abuse. Results of such test will be kept confidential in accordance with applicable laws.

PLEASE READ AND SIGN BELOW

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the company unless I have indicated to the contrary. I authorize the references listed above to provide the company with any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the company as well as from the use of disclosure of such information by the company or any of its employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information in this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

I understand that any job offer from Coast National Bank is contingent upon receipt by Coast National Bank of a satisfactory credit report and satisfactory pre-employment drug screening.

I understand and agree that my employment is at will and that any job I am offered will not be for any set period of time. My employment may be terminated at any time by me or Coast National Bank without prior notice or for any reason.

Date Signature