



**APPLICATION FOR EMPLOYMENT**

1011 RED BANKS ROAD  
GREENVILLE, NC 27858

*Union Bank is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, gender, age, national origin, disability status, veteran status, sexual orientation, gender identity or any other status or condition protected by applicable federal or state statutes. Further, it is the policy of the Bank to undertake affirmative action in compliance with all federal, state, and local requirements.*

Candidate's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Email address: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?  Yes  No  
*If offered employment, you will be required to provide documentation to verify eligibility.*

**Do you now or in the future will you require sponsorship by the company to retain employment in the US? If so, please explain.**  Yes  No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you learn about us?  Advertisement  Relative  Friend

Employment Agency  Other \_\_\_\_\_

Are you currently employed?  Yes  No May we contact your employer?  Yes  No

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**Position Desired**

Position: \_\_\_\_\_ Start date available: \_\_\_\_\_

Wage rate desired: \$ \_\_\_\_\_  Hourly  Monthly  Annually

Do you prefer:  Full-time  Part-time If part-time, hours per week desired: \_\_\_\_\_



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Days of week you are available to work: \_\_\_\_\_

Are you able to work:  Weekends  Overtime

Have you previously worked for Union Bank or the little bank?  Yes  No

Dates of employment with Union Bank from \_\_\_\_\_ to \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

Former supervisor(s) at this company: \_\_\_\_\_

Can you travel if the job requires it?  Yes  No

Do any of your friends or relatives (whether direct or indirect family) work here?  Yes  No

*If yes, name and location or department:* \_\_\_\_\_

Have you ever pled guilty or been convicted of a crime other than a minor traffic violation?

(Do not include sealed and expunged convictions).  Yes  No

If yes, explain \_\_\_\_\_

*(A "yes" answer to this question does not necessarily preclude consideration for employment)*

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### Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No



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Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other education or specialized training:	

### Specialized Skills (Check Skills/Equipment Operated)

Typing speed \_\_\_\_ wpm    Excel \_\_\_\_    MS Word \_\_\_\_    Publisher \_\_\_\_

Banking software (specify) \_\_\_\_\_ Other \_\_\_\_\_

Are you experienced in using personal computers?  Yes  No     PC  Mac

### Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			
Starting Compensation:		Final Compensation:	



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**Work Experience continued**

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### **Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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### **References**

Identify three persons who know your work, beginning with the most recent.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_



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Position or Title: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Position or Title: \_\_\_\_\_ Years Known: \_\_\_\_\_

### Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application.

This application for employment shall be considered active for a period of 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that is "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company,



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my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Union Bank operates a “drug free” workplace. As a prospective employee, I understand I will be required to take a pre-drug and alcohol test. A positive result on the drug and alcohol test will result in no offer of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all policies and procedures of the employer.

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Signature of Applicant

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Date