

Texana Bank, n.a.

ATTENTION: EMPLOYMENT APPLICANT

NOTICE OF REQUEST FOR A CONSUMER REPORT

In processing your application for employment Texana Bank may request a Consumer Report on you from a consumer reporting agency. This may include information as to your character, general reputation, criminal record, personal characteristics, credit standing, and mode of living. Any offer of employment is conditioned on a successful review of the consumer report.

(Issued by Texana Bank, n.a.)

AUTHORIZATION TO OBTAIN A CONSUMER REPORT

I, _____ (please print), hereby acknowledge that I have read the foregoing disclosure statement and understand the contents. Furthermore, I have been informed by Texana Bank that it may request a consumer reporting agency to prepare a Consumer Report on me, which it will use for employment purposes. I authorize the Texana Bank to request the preparation and use of the aforementioned Consumer Report. I understand that before I am denied employment in whole or in part, because of any information contained in such a Consumer Report, that I will be provided with additional information in compliance with the Fair Credit Reporting Act, as amended in 1996 to include the Consumer Credit Reporting Reform Act (CCRRA).

Signature

Date

Social Security No. _____

Human Resources Representative

Date

Texana Bank, n.a.
P O Box 546
Linden, Texas 75563
903-756-5573

APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Texana Bank, hereinafter referred to as “The Bank,” appreciates your interest. All applications are considered for employment without regard to race, color, sex, age (from 40 to 70), religion, or national origin. Qualified handicapped individuals, disabled veterans, and Vietnam-era veterans are considered equally with other applications.

Information on this application is strictly confidential. In addition to enabling us to evaluate you as a prospective employee, it will also serve as a permanent record should you be employed. This application should be filled out completely and accurately.

APPLICATION INFORMATION

Date: _____ Position Desired: _____

Minimum Salary Expected: _____ Date Available: _____

How did you learn about us?

/ / Advertisement / / Friend (Name) _____
/ / Employment Agency / / Relative (Name) _____
/ / Walk-in / / Other _____

If yes, state offense(s), date(s), and location(s): _____

POSITION DATA

Position applied for: _____

Do you want to work: Full-time _____ Part-time _____ Temporary _____

If part-time indicate hours you are available to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
A.M.	_____	_____	_____	_____	_____	_____
P.M.	_____	_____	_____	_____	_____	_____

MILITARY RECORD

Service Branch: _____ Date Entered: _____

Initial Rank: _____ Final Rank: _____

Date of Discharge: _____

Are you a member of the active reserves: / / Yes / / No

Describe your military duties: _____

List any special training or skills received: _____

List any special commendations/recognition: _____

EDUCATIONAL BACKGROUND

Name and Address	Dates Attended From To	Major Area of Study	Diploma/ Degree	Year Graduated	Grade Avg.
College/University					
Trade/Technical School					
High School					
Other Training					

Are you planning to further your education? / / Yes / / No

If yes, when? _____ In what educational area? _____

Indicate any extracurricular activities in which you participated during school and any awards or special recognition you may have received during school or since leaving school.

Check any of the following in which you have experience or training and indicate skill level attained.

____ Typing ____ wpm Adding Machine ____ Sight ____ Touch

____ Stenography ____ wpm

____ Teller Machine Calculator ____ Sight ____ Touch

____ CRT

____ Personal Computer Proof Machine ____ Sight ____ Touch

Office Software:

_____ Word Processing

_____ Spreadsheet

_____ Other

List Product Name:

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent employment, for the last 10 years or years worked if less than 10 years. (Include self-employment, summer, and part-time employment.)

From Mo/Year	To Mo/Year	Job Title	Supervisor's Name/Title	Salary Start: \$ End: \$
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Company Name: Phone:
Address:
Description of Duties:
Reason for Leaving:
May we contract your present employer? / / Yes / / No

From Mo/Year	To Mo/Year	Job Title	Supervisor's Name/Title	Salary Start: \$ End: \$
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Company Name: Phone:
Address:
Description of Duties:
Reason for Leaving:

From Mo/Year	To Mo/Year	Job Title	Supervisor's Name/Title	Salary Start: \$ End: \$
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Company Name: Phone:
Address:
Description of Duties:
Reason for Leaving:

From Mo/Year	To Mo/Year	Job Title	Supervisor's Name/Title	Salary Start: \$ End: \$
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Company Name:
Phone:
Address:
Description of Duties:
Reason for Leaving:

If presently employed, why do you wish to change your position?

Use the space below to describe the skills and personal attributes that you feel qualify you for a position with our bank. Please tell why you are interested in being employed with this bank.

PERSONAL REFERENCES

List three references, preferably people who know your work capabilities. (non-relatives only)

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

**PLEASE READ THE FOLLOWING CONDITIONS OF
EMPLOYMENT AND CERTIFY BY YOUR SIGNATURE
THAT YOU UNDERSTAND AND AGREE TO THESE
CONDITIONS.**

The answers given by me to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I agree that The Bank shall not be liable in any respect if my employment is terminated because of misstatements, wrong answers, or omissions made by me. I agree to submit to a physical examination or any other medical testing (including an observed drug screening examination) required by The Bank. I also agree to submit to any pre-employment tests (other than polygraph) that The Bank may utilize in its pre-employment screening process. I understand that The Bank may request an investigative consumer report be prepared, which may include information as to my character, general reputation, police record, personal characteristics and mode of living.

It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates The Bank to employ me. I agree to comply with all rules and regulations of The Bank, and I agree that I have the right to terminate my employment at any time, as does The Bank. I understand that the terms of my employment at The Bank cannot be altered except by the President or the Board of Directors, and such agreement must be in writing.

Date

Signature

Authorization for Pre-Employment Background Investigation

Employment Candidate Information:

Name (last, first, middle): _____

SSN: _____ Date of Birth: _____

Driver's License Number _____

Current Address: _____

Previous Address: _____

Applicant's Authorization (Applicant must read and sign):

I authorize Texana Bank and/or its agent to conduct a background investigation about me from appropriate credit reporting agencies, other consumer reporting agencies, criminal records repositories, other federal, state, or local government agencies, workers' compensation files, public records, former employers, former schools, listed or developed references, or others who may be able to provide information as to my background, character, and general reputation. I hereby affirm that my answers to all questions on my application, this data sheet, and attached employment and residential history are true and correct, and that I have not knowingly withheld any facts or circumstances that would, if disclosed, affect my application or continued employment.

Applicant's Name (Printed)

Applicant's Signature

Date

Employer's Authorization:

By: _____ Date: _____

AUTHORIZATION TO RELEASE INFORMATION

To: Human Resources Dept.

I have recently submitted an application for employment with Texana Bank. For this reason, I hereby authorize and request the company/firm, school, or persons named above to give any information regarding my employment, habits, ability, or any characteristics whatsoever, together with any information they may have regarding me, whether or not it is on their records.

In return, I hereby release said company/firm, school, or persons from all liability for any damage whatsoever for issuing this information to Texana Bank.

(Signed)

(Date)

To: Human Resources Dept.

_____ has made an application for employment with Texana Bank. In order for us to make a judgment regarding this person's appropriateness for employment, it would be appreciated if you would furnish us the information below. *Attached is his/her authorization to release this information.*

Thank you for your assistance in this matter.

(Texana Bank, n.a.)

(Telephone)

(Date)

(— Please ✓ as appropriate —)

	Improvement Needed	Satisfactory	Good
Quality of Performance	_____	_____	_____
Attendance	_____	_____	_____
Ability to Follow Instructions	_____	_____	_____
Relationship With: Other Employees	_____	_____	_____
Customers	_____	_____	_____
To the best of your knowledge, is the person trustworthy?	_____		
If a suitable opening existed, would you re-hire this person?	_____		

Please call me, I would prefer to respond to this inquiry by telephone.

(Signed)

(Date)

