

South Atlantic



Bank

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S NAME: _____

DATE: _____

We appreciate your interest in South Atlantic Bank. South Atlantic is an equal employment opportunity employer. It is our policy to provide equal employment opportunity in all phases of employment in compliance with applicable federal and state laws, rules, and regulation. We assure you that your opportunity for employment with South Atlantic Bank depends solely on your qualifications. **For consideration, answer each question completely and accurately.**

(Please Print Clearly in Ink)

Personal Information

Name: _____ Date: _____
 (Last) (First) (Middle)

Have you ever been known by any other name(s)? Yes No If yes, please indicate: _____

Present Address: _____
 (Street) (City) (State) (Zip)

Previous Address: _____
 (Street) (City) (State) (Zip)

Home Phone Number: _____ Business Phone Number: _____

Social Security Number: _____

Are you legally eligible to work in the U.S.? Yes No (Verification will be required if hired.)

Employment Desired

Position applied for: _____ Full-Time Part-Time Temporary

Specify days and hours if part-time or temporary: _____

Were you previously employed by us? Yes No When will you be able to being work? _____

If yes, when? _____

Do you have any relatives that work for this bank? If yes, whom?: _____

Referral Source: Newspaper Walk-In Job Service
 Temporary Employment Agency School Referred By: _____

Education

School Level Name of Business	Name and Location of School	Number of Years Completed	Did You Graduate?	Major Field of Study
High School				
College				
Graduate				
Trade, Business or Correspondence School				

Are you planning to pursue other studies?: Yes No Day Night

If so, when, where, and what courses?: _____

List scholastic honors, offices held, and activities in high school _____

List scholastic honors, offices held, and activities in college _____

Employment Record

All periods of employment as well as unemployment must be listed. If part of this time was spent in school or the armed forces, please indicate. If work was through a temporary employment agency, list agency and not assignment. **This application will not be considered if questions are left unanswered. Do not reference resume.**

Name of Employer: _____

Address: _____

Job Title: _____ Phone No.: _____

Employment Dates: _____ Salary: _____

Name of Supervisor: _____ May We Contact Supervisor? Yes No

Description of Job and Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Job Title: _____ Phone No.: _____

Employment Dates: _____ Salary: _____

Name of Supervisor: _____ May We Contact Supervisor? Yes No

Description of Job and Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Job Title: _____ Phone No.: _____

Employment Dates: _____ Salary: _____

Name of Supervisor: _____ May We Contact Supervisor? Yes No

Description of Job and Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____

Address: _____

Job Title: _____ Phone No.: _____

Employment Dates: _____ Salary: _____

Name of Supervisor: _____ May We Contact Supervisor? Yes No

Description of Job and Responsibilities: _____

Reason for Leaving: _____

Business References (other than those listed on previous page)

Individual's Name and Name of Business	Address	Telephone Number	Years Known/Association (e.g. supervisor, peer, etc.)

General

Have you ever been convicted of or pled "nolo contendere" or "no contest" to a crime? Yes No

If yes, explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s), and type(s) of rehabilitation:

Skills and Abilities

Please indicate below if you possess the following skills:

		Proficiency Level (5 = Excellent)						
Multi-line Telephone	<input type="checkbox"/>	Number of Lines	_____	1	2	3	4	5
10-Key Calculator	<input type="checkbox"/>	Length of Experience	_____	1	2	3	4	5
Typing – Speed	<input type="checkbox"/> _____ WPM	Length of Experience	_____	1	2	3	4	5
Microsoft Word	<input type="checkbox"/>	Length of Experience	_____	1	2	3	4	5
Microsoft Excel	<input type="checkbox"/>	Length of Experience	_____	1	2	3	4	5

Other Software: _____

Please indicate any other skills, education, and/or experience that qualify you for the position which you have applied:

Applicant's Certification

- I certify that all answers on this application are true and complete and to the best of my knowledge.
- I authorize investigation of all statements contained in this application and give South Atlantic Bank permission to contact all agencies which might have relevant information. This includes, but is not limited to, schools, previous employers, references, state agencies for driving records, submission of fingerprints to the FBI, and others. I release South Atlantic Bank from any liability as a result of such contact.
- I understand that false or misleading information in, or omissions from, this application is grounds for immediate withdrawal of an offer of employment and/or immediate discharge from South Atlantic Bank upon the discovery of such false or misleading information or omission.
- I UNDERSTAND THAT EMPLOYMENT WITH SOUTH ATLANTIC BANK SHALL BE EMPLOYMENT-AT-WILL, AND NO TERMS, POLICIES, PROCEDURES, OR RULES OF EMPLOYMENT ARE GUARANTEED. I FURTHER UNDERSTAND THAT SOUTH ATLANTIC BANK HAS NO EMPLOYMENT CONTRACTS AND CANNOT GUARANTEE THE PERMANENCE OF ANY POSITION. I UNDERSTAND THAT, IF I AM EMPLOYED BY SOUTH ATLANTIC BANK, MY EMPLOYMENT CAN BE AFFECTED BY SUCH FACTORS AS BUSINESS OR ECONOMIC CONDITIONS, CHANGES IN BANK POLICIES, MY JOB PERFORMANCE, ETC. I ALSO UNDERSTAND THAT I MAY CHOOSE TO LEAVE SOUTH ATLANTIC BANK ON MY OWN ACCORD.**
- I understand that if I want to be considered for employment with South Atlantic Bank for a different position from which I have applied, I must complete another employment application identifying my applicable skills for the vacant position.
- I have read each of the above statement or have had them read to me and I understand them fully.

Applicant's Signature

Date