

# *First South Bank Employment Application*

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## **Please Read Before Filling Out This Application**

We are pleased that you are interested in applying for a position with our financial institution. This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry; or on the basis of age against persons 40 and over; or on the basis of disability against qualified individuals with disabilities as defined by the Americans with Disabilities Act. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, First South Bank makes no commitment of employment to the applicant.

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## **PERSONAL DATA**

PLEASE PRINT IN INK and answer every question.

Date \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last Preferred Name

Address \_\_\_\_\_  
Street City State Zip Code

Telephone ( ) \_\_\_\_\_ Social Security Number \_\_\_\_\_

At what telephone number can you be reached during the day? ( ) \_\_\_\_\_

Do you have a relative employed at, or on the Board of Directors of, First South Bank?  Yes  No

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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## **POSITION**

Type of work desired \_\_\_\_\_ Salary Requirement \$ \_\_\_\_\_

How were you referred to us? \_\_\_\_\_ Date available to work \_\_\_\_\_

Are you willing to (if applicable to the position you are applying for):

Work full time?  Yes  No

Work part time?  Yes  No If Yes, indicate days and hours \_\_\_\_\_

Work on a temporary basis?  Yes  No If Yes, indicate days and hours \_\_\_\_\_

Work on an on-call basis?  Yes  No If Yes, indicate days and hours \_\_\_\_\_

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**EDUCATION**

Name and Location	Address	Major Crse/ Subject	Last Year Completed	Did You Graduate	Degree
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other ( <i>Describe</i> )			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

List scholastic honors, offices held and activities in high school and college: \_\_\_\_\_

\_\_\_\_\_

Are you planning to pursue further studies?     Yes     No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**SKILLS**

Can you operate a personal computer?     Yes     No                      If yes, indicate software experience:

\_\_\_\_\_

Please list any other skills, licenses or certifications that would contribute to your employment with First South Bank:

\_\_\_\_\_

**CONVICTIONS**

Have you ever been convicted of a crime, including conviction for writing bad check(s), crimes involving dishonesty, breach of trust or theft but not including minor traffic violations? (A yes response does not necessarily preclude you from the selection process.) If Yes, provide information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Start with your current or most recent employment. List self-employment, summer and part-time jobs.  
Please complete even if you have submitted a resume.

1. Company Name	Address	Telephone (     )
Date	Starting Salary \$ _____	Supervisor
Employed:	Leaving Salary \$ _____	

Positions Held and Job Duties

Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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2. Company Name	Address	Telephone (     )
Date	Starting Salary \$ _____	Supervisor
Employed:	Leaving Salary \$ _____	

Positions Held and Job Duties

Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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3. Company Name	Address	Telephone (     )
Date	Starting Salary \$ _____	Supervisor
Employed:	Leaving Salary \$ _____	

Positions Held and Job Duties

Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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4. Company Name	Address	Telephone (     )
Date	Starting Salary \$ _____	Supervisor
Employed:	Leaving Salary \$ _____	

Positions Held and Job Duties

Reason for Leaving	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**REFERENCES**

Please list the names, addresses and phone numbers of two personal references, excluding relatives.

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**SPECIAL INTERESTS**

Use the space below to describe your interest in the financial industry and the skills and aptitudes that you feel qualify you for a position at this institution. (You may wish to include civic and community activities, professional societies in which you participate, special training or skills such as typing, accounting, etc.)

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**CERTIFICATION AND ASSENT**

In the event of any employment by First South Bank, I will comply with all rules and regulations as set forth in the bank policy manual and other communications available to all employees. I further understand that if employed, my employment can be terminated, with or without notice, if I fail to comply with First South Bank's policies and procedures; if the credit check, criminal check, does not meet bank standards; or if for any other reason the bank or I wish to terminate the employment relationship.

In addition to signing this application, I authorize the bank to supply my employment record in part or whole, and in confidence to any prospective employer, government agency, or other party, with a legal and proper interest.

I hereby authorize any or all of my former employers to furnish First South Bank with any information concerning my employment history which they have on record or otherwise and hereby release these former employers and all individuals associated with them from all liability for any damage incurred in furnishing such information.

If accepted for employment, I understand that I will be on a period of probation for the first 180 days of my employment.

To the best of my knowledge the information contained on this application is complete and accurate. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and First South Bank for either employment or the provision of any benefits; and further understand that if an employment relationship is established, I will have the right to terminate my employment at any time and First South Bank will have the same right.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **THIS PAGE SHOULD BE RETAINED BY APPLICANT**

By signing the attached First South Bank Employment Application, you authorize First South Bank to obtain information regarding your creditworthiness, credit standing or capacity, character, general reputation, personal characteristics or mode of living from any outside source that regularly provides such information. Information from such a report may be used by First South Bank in making a decision regarding your employment. You acknowledge that you have been given the opportunity to read “*A Summary of your Rights Under the Fair Credit Reporting Act*” and that you have been given a copy of that document.

### ***A Summary of Your Rights Under the Fair Credit Reporting Act***

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every consumer-reporting agency (CRA). CRAs generally consist of credit bureaus that gather and sell information about you, such as if you pay your bills on time or have filed bankruptcy to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses your information from a CRA to take action against you, such as denying an application for credit, insurance, or employment, must tell you and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars (\$8.00).
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items usually within 30 days by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs, to which it has provided the data, of any error.) The CRA must give you a written report of the investigation. If this does not resolve the dispute; you may add a brief statement to our file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report to be notified of the change.

- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or data that cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
- **You can dispute inaccurate items with the source of information.** If you tell anyone, such as a creditor who reports to a CRA, that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, the source may not continue to report the information if it is, in fact, in error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old: ten years old for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA, usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for the reports that are provided to employers or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two (2) years. If you request, complete, and return the CRA form provided for the purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, user, or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The Fair Credit Reporting Act has given several different federal agencies authority to enforce the Fair Credit Reporting Act. The Federal Reserve Board, Division of Consumer & Community Affairs, Washington, DC 20051 (phone 800-452-3693) is the agency that regulates Federal Reserve System member banks.

# FIRST SOUTH BANK

## FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

### DISCLOSURE

In considering you as an applicant for employment or as a current employee, First South Bank, may choose to secure and use information contained in either a consumer report or investigative consumer report about you obtained from a consumer reporting agency when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment or, (4) making other employment-related decisions directly affecting you.

For explanation purposes, a “consumer reporting agency” is a person or business which, on a cooperative nonprofit basis, or for monetary fees or dues, regularly assembles or evaluates consumer credit information or other information on consumers for a person who has a legitimate business need for the information or intends to use the information for employment purposes.

A “consumer report” means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with who you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

### AUTHORIZATION

**By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for us to procure consumer reports at any time during the employment period.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

# Affirmative Action Program (Using EEO Race Categories)

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**NOTE: THIS INFORMATION WILL BE KEPT PRIVATE**

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It is First South Bank's policy not to unlawfully discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, sex, sexual preference or orientation, marital status, age, physical or mental disability, or status as a special disabled veteran, veteran of the Vietnam era, or other eligible veteran.

First South Bank is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, First South Bank invites applicants to voluntarily self-identify their race or ethnicity. Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws executive orders, and regulations including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

**Instructions:** We are asking all applicants to read and complete this questionnaire. This information is requested on a strictly **voluntary** basis and will not subject you to any adverse treatment.

Name: \_\_\_\_\_ Position Applying For: \_\_\_\_\_  
(Please Print)

If you do not wish to furnish this information, please sign : \_\_\_\_\_

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## Race/Sex Information

**If you do wish to furnish this information, please circle one category in each column.**

_____ Male	_____ Hispanic or Latino
_____ Female	_____ White (not Hispanic or Latino)
	_____ Black or African American (not Hispanic or Latino)
	_____ Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
	_____ Asian (not Hispanic or Latino)
	_____ American Indian or Alaska Native (not Hispanic or Latino)
	_____ Two or More Races (not Hispanic or Latino)

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## Status as an Individual With a Disability, Special Disabled Veteran, Veteran of the Vietnam Era, and Other Eligible Veteran.

If you are an individual with a disability, a Vietnam era veteran, or a special disabled veteran and would like to be considered under our affirmative action program, please indicate how you would like to be identified by checking the appropriate box.

\_\_\_\_\_ Individual With a Disability \_\_\_\_\_ Vietnam Era Veteran \_\_\_\_\_ Special Disabled Veteran \_\_\_\_\_ Other Eligible Veteran (has served in a campaign/expedition since Vietnam)

If you are an individual with a disability or a special disabled veteran, please indicate what, if any, reasonable accommodations you believe you need to perform the job you are applying for properly and safely.

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

# FIRST SOUTH BANK

## AUTHORIZATION TO OBTAIN RECORDS AND OTHER INFORMATION FOR EMPLOYMENT PURPOSES

### WAIVER

**To the applicant:** This form must be filled out completely – leave no blanks. Direct any questions to Human Resources. **READ ALL INFORMATION CAREFULLY BEFORE SIGNING.**

I hereby authorize First South Bank, to utilize the services of an outside agency to conduct an investigation into my background, which may consist of the following: employment history, education, credit records, DMV records, criminal court records, and other records as may be appropriate.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement or omission of information on my application form may result in my termination. I further understand that this application is not intended to be a contract of employment, nor does this application serve as an obligation in any way to employ me or not to employ me.

I hereby fully waive any rights or claims that I have or may have against all current and/or former employers, and their agents, employees, and representative and damages that may directly or indirectly result from the use, disclosure or release of any information by any person or party, whether such information is favorable or unfavorable to me. I further waive any claim against you and any outside agency utilized by you as a result of any information, which is obtained in this investigation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

**A photocopy of this authorization shall be deemed an original and shall be accepted as such by every person.**

**For reference checking purposes only, please complete the following information. This information will remain separate from your employment application.**

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ SS# \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Last) (First) (Middle)

Other Names Used: \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_  
(Maiden Names, Aliases, Nicknames) (Home)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Previous Addresses \_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Street) (City) (State) (Zip)

\_\_\_\_\_  
(Street) (City) (State) (Zip)

Driver License Number \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_ Date of Birth \_\_\_\_\_