



APPLICATION FOR EMPLOYMENT

Fort Scott ▪ Pittsburg ▪ Mound City ▪ Iola ▪ Lenexa ▪ Overland Park

200 South Main ▪ Fort Scott, KS 66701 ▪ 620-223-1200 ▪ www.citizensbankna.com

EQUAL OPPORTUNITY EMPLOYER: All applicants are considered for positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status or any other protected status.

Position Applied For: _____ **Date of Application:** _____

Branch Location: _____

Schedule you are available to work	<input type="checkbox"/> Full-time	If Part-time or Temporary, indicate preferred hours and/or days:
	<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Temporary	

How did you learn about CITIZENS Bank, N.A.?	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> Citizens Employee (name) _____
	<input type="checkbox"/> Citizens Website	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Employment Agency

Last Name	First Name	Middle Name or Initial
Street Address		
City	State	Zip Code
Home Number	Cell Number	
E-mail Address	Social Security Number	

- Are you prevented from lawfully being employed in this country because of Visa or Immigration Status? Yes No
- *Proof of citizenship or immigration status will be required upon employment.*
- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you been convicted of a felony within the last 7 years? Conviction will not necessarily disqualify an applicant from employment. Yes No If Yes, when? _____
- Have you ever been employed by CITIZENS Bank, N.A. before? Yes No If Yes, when? _____
- Do you have friends or relatives who work for CITIZENS Bank, N.A.? Yes No
- Date you would be available for work? _____

What is the best place and Time to contact you: Home Phone Number: _____ Time: _____
 Office Phone Number: _____ Time: _____

- If position requires travel, are you licensed to drive a car? Yes No

COMPUTER SKILLS	Indicate the skills in which you have competency. List the application used such as Word, Excel or Access.
Word Processing (e.g., Microsoft Word; Word Perfect)	
Spreadsheets (e.g., Excel, Lotus)	
Databases (e.g., Access)	
LAN/WAN Systems (e.g., Novell)	
Core Processing (e.g., ITI, Bankline, Jack Henry)	

	Teller Platforms (e.g., ITI's Premier II, Easy Teller, Express Teller)	
	Deposit Systems (e.g., Deposit Pro)	
	Loan Systems (e.g. Laser Pro Lending)	
	Report Writing (e.g., Impromptu)	
	Internet	
	Web Development (e.g., Frontpage, Java Script)	

CURRENT STATUS

Are you currently employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Employer:	
• Current Salary or Hourly Wage		Wage/Salary Expectation		
• May we contact your present employer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If NO, reason?	

REFERENCES: Please provide three business references – preferably people you have worked for or with. If the person is currently your supervisor, he/she will not be contacted until after an offer has been extended. Please contact references and let them know they may be contacted and that they have your permission to speak with CITIZENS Bank, N.A.

Name:	Position & Employer:	Current Phone Number:

EDUCATION

	Name of School and City where It Is Located	Course of Study or Major	Years Completed	Diploma or Degree
Elementary School				
High School				
Technical School				
Undergraduate College				
Graduate or Professional School				

EMPLOYMENT EXPERIENCE

Please complete the Employment Experience section even if you are attaching a resume
 Start with your current or most recent job. Include any job-related military service assignments or volunteer activities. You may exclude organizations that indicate protected status (e.g., race, religion, gender, disabilities).

1	Employer		Dates of Employment From To		Work Performed
	Address (City/ST)				
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor			
	Reason for Leaving:				

Employment Experience continued on page 2

2	Employer		Dates of Employment From To		Work Performed
	Address (City/ST)				
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor			
	Reason for Leaving:				

3	Employer		Dates of Employment From To		Work Performed
	Address (City/ST)				
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor			
	Reason for Leaving:				

4	Employer		Dates of Employment From To		Work Performed
	Address (City/ST)				
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor			
	Reason for Leaving:				

BUSINESS, PROFESSIONAL, OR CIVIC ACTIVITIES AND OFFICES HELD

You may exclude membership that would reveal protected status (e.g., gender, race, national origin, religion, age, disability).

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe specialized training, apprenticeships, or other skills.

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misrepresentation or omission of information requested on this form is cause for cancellation of the application or for termination from Citizens Bank, N.A. if employed. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. 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 Employee may be discharged at any time with or without cause. I further understand that an "at will" 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 CITIZENS Bank, N.A.

I understand that this application is considered active for a period of time not to exceed 45 days. If I wish to be considered for employment after that period, I will have to inquire as to whether there are job openings and whether applications are being accepted.

In the event of employment, I understand that I am required to abide by all policies and procedures outlined in CITIZENS Bank, N.A.'s *Employee Handbook*.

I understand that CITIZENS Bank, N.A. reserves the right to require drug testing of all applicants and employees.

Finally, I understand that CITIZENS Bank, N.A. obtains a CREDIT REPORT on all applicants, and I give them permission to request this information on me.

Signature:

Date:

VOLUNTARY EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE

The following voluntary information is requested by Citizens Bank, N.A. to evaluate its hiring practices and to prepare reports required by law for the State and Federal Government. This information will be maintained separately from your employment application, and will not be presented in any form with your application information. **Please do not place your name on this page.**

Gender:	<input type="checkbox"/>	Male	Race/Ethnicity: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Two or More Races (Not Hispanic or Latino)
	<input type="checkbox"/>	Female	