Bank of the Flint Hills Application for Employment

We appreciate your interest in our organization. Thank you for taking the time to complete this application. Bank of the Flint Hills' policy is to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, national origin, sex, age, disability, or other factors which are not job-related. Applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of Bank of the Flint Hills.

INSTRUCTIONS: PLEASE PRINT USING INK AND COMPLETE THE FOLLOWING INFORMATION IN FULL.

Date_____

Name_____
Last *First* *Middle*

Address_____
Street *City* *State* *Zip Code*

Phone #_____ **Email**_____

Previous Address_____
Street *City* *State* *Zip Code*

Number of Years at Present Address_____ **Number of Years at Previous Address**_____

Your Age Only If Under 18 Yrs Old_____ **Wage/Salary Requirements** (Be Specific)_____

Position(s) Applied For_____

Type of employment desired: FT ☐ PT ☐ Temp ☐ Seasonal ☐ **Date Available for Work**_____

How did you learn about us? Advertisement ☐ Friend ☐ Walk-In ☐ Relative ☐ Employment Agency ☐ Other ☐

Willing to Work Overtime? Yes ☐ No ☐ **Travel**? Yes ☐ No ☐ **Relocate**? Yes ☐ No ☐

Are you legally eligible for employment in the U.S.A.? Yes ☐ No ☐
(If hired, you are required to submit proof of your eligibility to work in the U.S.A.)

Have you ever pled "guilty" to, or "no contest" to, or been convicted of any criminal offense, whether a felony or misdemeanor, other than minor traffic violations? Yes ☐ No ☐

If yes, please provide specific information about the offense and the circumstances of the conviction: dates, details, etc. (Answering "YES" to these questions does not constitute an automatic bar from employment. Factors such as date of offense, seriousness and nature of violation, rehabilitation, and position applied for will be taken into account. However, be aware that answering "NO" to the question if you have been convicted of a criminal offense may be regarded as a dishonest act, which could result in the termination of your employment.

RECORD OF EDUCATION:

School(s)	Name & Address of School(s)	Course of Study	Circle Last Year Completed	Did You Graduate? List Diploma or Degree(s) Include GPA
High School			1 2 3 4	Yes ☐ No ☐
College/ Vocational			1 2 3 4	Yes ☐ No ☐
Post-Graduate			1 2 3 4	Yes ☐ No ☐

OTHER EDUCATION, COURSES, SPECIALIZED TRAINING, ETC.

Program, Course, Institution, etc.	Address, City, State	Major Area of Study	Number of Years Completed	Did You Graduate? List Certification, Diploma, Degree, etc.
				Yes ☐ No ☐
				Yes ☐ No ☐
				Yes ☐ No ☐

SPECIAL SKILLS & QUALIFICATIONS

Summarize any additional training, skills, licenses and/or certificates acquired from employment or other experiences that may qualify you as being able to perform job-related functions in the position for which you are applying. List professional licenses and/or certifications including dates in effect.

EMPLOYMENT HISTORY:

Provide the following information about your past and current employers, assignments, or volunteer activities, starting with the most recent experience (use additional sheet(s) if necessary). Explain any gaps in employment in the comment section below.

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone:								
I hereby give permission to contact this employer concerning my work experience: Yes____ No____ Later____								

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	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
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Telephone:								
I hereby give permission to contact this employer concerning my work experience: Yes____ No____ Later____								

COMMENTS: (Include explanation of gaps in employment) _____

_____

REFERENCES: List name, address and telephone number of three business/work references that are not related to you and not listed as a supervisor under the Employment History section on the preceding page. If not applicable, list three school or personal references that are not related to you.

Name & Occupation	Address	Phone Number	Years Known

APPLICANT STATEMENT: I certify that all information I have provided in order to apply for and secure employment is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or immediately discharge me from employment whenever it is discovered.

I authorize, without reservation, Bank of the Flint Hills, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding Bank of the Flint Hills, its agents, employees or representatives, for seeking, gathering and using such information in the employment process, corporations or organizations for furnishing such information about me.

Furthermore, I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I am free to resign at any time, and Bank of the Flint Hills, reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Bank of the Flint Hills has the authority to make any assurances to the contrary. I affirm that I have a genuine intent and no other purpose in applying for a job with this company.

Bank of the Flint Hills is an Equal Opportunity Employer. I understand that BFH does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

Bank of the Flint Hills promotes a workplace free of alcohol and drugs. BFH reserves the right to administer substance abuse testing throughout the term of employment as deemed necessary.

This application is current for 180 days. At the conclusion of this time, if I have not heard from Bank of the Flint Hills and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant_____ **Date**_____

By typing my full name below, I acknowledge that my typed name serves as my electronic signature.

To apply, please email application and resume to hr@bfh.bank.