



## Employment Application

*It is the policy of Central Savings Bank (Bank) to recruit, train, compensate and promote employees based on their qualifications without discrimination as to race, color, religion, national origin, sex, age, marital status, height, weight, disability or any other factor not related to the needs of the job.*

If there is not enough space on this form to supply all the information necessary to answer a question or supply complete information, please use the space on the last page of this form.

Please use any surnames you have used in school or at any previous jobs.

**Please Print** **What job are you applying for? Be specific** \_\_\_\_\_

<b>Section 1: PERSONAL</b>									
Name (Last, First, Middle)			Social Security Number		Phone Number (Area Code)				
Current Street Address					Are you eighteen years of age or older?				
					Yes	No			
City, State, Zip Code						Date From:			
Previous Address if at current address less than 5 years									
Street Address									
City, State, Zip Code						From	To		
Street Address									
City, State, Zip Code						From	To		
<b>Section 2: LIST RELATIVES AND FRIENDS WORKING FOR CSB</b>									
Name (Last, First, Middle)			Relationship		Department				
Name (Last, First, Middle)			Relationship		Department				
<b>Section 3: EDUCATION</b>									
NAME OF SCHOOL		ADDRESS		ATTENDED From      To		DATE GRAD	DEGREE	GRADE AVG	MAJOR
High School									
Other (Business, Trade, etc.)									
College									
College									
Graduate School									
Are you presently enrolled in any course study?		If yes, give details							
Yes                  No									
Do you have future education plans?		If yes, give details							
Yes                  No									

**Section 4: EMPLOYMENT HISTORY** – List most recent employment first, include your entire employment history and military service, attach additional pages if necessary.

Period – From	Name	Supervisor’s Name and Title	Telephone
Period – To	Street Address	Your Position	Salary Weekly Bi-Wkly Monthly Yearly
	City, State, Zip Code		

Reason For Leaving

Period – From	Name	Supervisor’s Name and Title	Telephone
Period – To	Street Address	Your Position	Salary Weekly Bi-Wkly Monthly Yearly
	City, State, Zip Code		

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Reason For Leaving

**Section 5: GENERAL**

Type of Work preferred	Employment Desired Full Time      Part Time	Date you can start	Salary Desired	Who referred you to CSB?
If employed, will you have a second job? Yes      No	If yes, where will you be employed?			
Have you ever been convicted of a crime or currently under investigation? Yes      No	Describe the charge(s), describe the sentence(s), the date of sentencing and the location of the court.			
Have you ever been bonded? Yes      No Has any company ever refused to issue or continue bond for you? Yes      No	If refused bond, explain			
Do you hold any professional licenses or certifications? Yes      No	If yes, please list and describe			
Have you ever had a professional license or certification revoked or suspended? Yes      No	If yes, please list and describe			

**Section 6: ACTIVITIES AND ASSOCIATIONS**

Describe High School or College activities, honors received or offices held.

List Community, Social and Professional organizations to which you belong (excluding organizations which indicate the race, religion, national origin or political affiliation of its members (also list offices held).

**Section 7: FINANCIAL**

PRESENT CREDITORS	BRANCH OR ADDRESS	MONTHLY PAYMENT	BALANCE DUE
		\$	\$
		\$	\$
		\$	\$
		\$	\$

Do you own a car? Yes      No	Make of Car	Year	Have you ever had a loan with CSB? Installment      Yes      No Mortgage      Yes      No
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Have you ever had an account placed in the hands of a collection agency by a creditor?  
Yes      No

PERSONAL REFERENCE – Give three: cannot be relatives nor former employers

NAME	ADDRESS (Street and City)	PHONE (Area Code)	OCCUPATION

**ADDITIONAL COMMENTS – Please indicate section number (#) to which comments apply.**

#	
#	
#	
#	
#	
#	
#	
#	
#	
#	

**Section 8: SPECIAL TRAINING OR EXPERIENCE** – Please supply information about any of these skills which you have which are related to the position or positions for which you wish to be considered:

Advertising	Corporate Trust Department	Investment Department	Real Estate & Mortgage Dept
Auditing	Correspondent Banking	Loan & Discount Department	Safe Deposit Department
Bond Department	Credit Department	Marketing	Safe Keeping Department
Bookkeeping	Data Processing	New Accounts	Savings Department
Building Management	Drive-in Windows	New Business Development	Special Services
Building Maintenance	Employee Relations	Oil and Gas Department	Statements Department
Cashier Cafeteria	Farm & Ranch Department	Personnel Department	Telephone Switchboard
Collections	Garage	Printing Supplies	Teller
Commercial Loans	Installment Loans	Proof Department	Transit Department
Comptroller Department	International Department	Purchasing	Trust Department

**Section 9: EQUIPMENT**

Calculator 10-key	Mail Machine	Scanner
Computer	Microsoft Excel	Operating Systems
Copier	Microsoft Outlook	Android
Dictation Equipment	Microsoft Publisher	Apple
Fax Machine	Microsoft Word	Windows

**CONDITIONS OF EMPLOYMENT**

“I represent that the answers and information given by me in this application are true and complete without qualification. I hereby authorize the Bank to verify the same and to make any investigation of my background deemed necessary. The Bank has the right to terminate my employment at any time if it discovers that I have provide incomplete, untrue or misleading answers in this application or on any other document or form at any time during my employment. I have no objection to signing an employee agreement on confidential information or taking a medical examination.”

“In consideration of my employment, I agree to conform to the rules and regulations of the Bank. I acknowledge that employment with the Bank is at will and can be terminated at any time, with or without cause and that no representation, oral or written, have been made to be to the contrary. Further, I understand that only the President of the Bank has any authority to enter into any agreement for employment for any fixed period of time, or to make any agreement contrary to the foregoing and that any such agreement must be in writing, signed by the President. As a condition of employment, the employee agrees not to begin any action or suit relating to employment with the Bank more than six months after the date of termination of such employment and the employee waives any statute of limitations to the contrary.”

“My signature below indicates that I have read and understood the above paragraphs.”

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date