

Texas National Bank

E S T . 1 9 2 0

APPLICATION FOR EMPLOYMENT

Texas National Bank, is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, veteran status, physical or mental handicap.

Date _____ Social Security Number _____

Name _____ Home Phone Number _____

Present Home Address _____

Previous Home Address _____

Position Desired (be specific) _____ Salary Desired _____

Full Time Part-Time or Temporary Specific Days and Hours _____

Are you a U.S. Citizen? Yes No

If offered employment, can you submit legal verification of your right to work in the U.S.? Yes No

Who referred you to Texas National Bank? _____

Were you ever employed by Texas National Bank? Yes No When? _____ What Position? _____

Are you related to any Bank Employee? _____ Name and Relationship _____

Have you ever been bonded? _____ If so, where? _____

*Have you ever been convicted of a felony or misdemeanor? Yes No If yes, describe _____

Have you used another name, other than the name you are now using, while attending school or previous employment? _____

If so, list names and dates used _____

Are you over 18 years of age? Yes No

EDUCATION Name	City	State	Major Course or Subject	Number of Year Yrs Completed	Completed	Degree
High School						
Business School						
College						
Graduate work						

While in school, did you participate in any activities, or belong to any clubs which have a direct bearing upon the job for which you are applying? _____

*Existence of a criminal record does not constitute an automatic bar to employment.

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EMPLOYMENT EXPERIENCE
(PLEASE INCLUDE ALL PERMANENT, PART-TIME OR TEMPORARY POSITIONS HELD)

Name of Present or Last Employer _____ Telephone Number _____

Address _____ Supervisor _____

Starting Date _____ Ending Date _____ Final Rate of Pay _____ Monthly Annual

Position you held _____ Reason for leaving _____

Nature of work done _____

If still employed, may we contact for reference? Yes No Later Why do you wish to leave your present employer? _____

Name of Previous Employer _____ Telephone Number _____

Address _____ Supervisor _____

Starting Date _____ Ending Date _____ Final Rate of Pay _____ Monthly Annual

Position you held _____ Reason for leaving _____

Nature of work done _____

Name of Previous Employer _____ Telephone Number _____

Address _____ Supervisor _____

Starting Date _____ Ending Date _____ Final Rate of Pay _____ Monthly Annual

Position you held _____ Reason for leaving _____

Nature of work done _____

Name of Previous Employer _____ Telephone Number () _____

Address _____ Supervisor _____

Starting Date _____ Ending Date _____ Final Rate of Pay _____ Monthly Annual

Position you held _____ Reason for leaving _____

Nature of work done _____

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Use this section to explain any gaps in your employment:

From: _____, To: _____, What were you doing: _____

From: _____, To: _____, What were you doing: _____

From: _____, To: _____, What were you doing: _____

Summarize briefly other experience or qualifications and list any other companies for whom you have worked: _____

SKILL: (Please Describe)

Typing Speed _____ Mainframe Computer Type _____

Shorthand Speed _____ _____

Calculator / Ten Key Touch Sight Programming Languages _____

Dictation Equipment _____ _____

Word Processing Software _____

List other machines/equipment worked with (CRT, teller proof etc.)

Personal Computer Software _____ _____

Personal Computer Hardware _____ _____

List professional, technical, honorary, social or community organizations to which you belong. (Omit organizations which may reflect race, national origin or religious preference.)

MILITARY SERVICE

Have you served in the U.S. Armed Forces Yes No If yes, in what Branch? _____

From (Mo-Day-Year) _____ To (Mo-Day-Year) _____

Rank or Rating at Discharge _____

PERSONAL REFERNECES

Give the names of two or more persons who would be willing to answer a reference inquiry from our Bank on your behalf. Exclude former supervisors and relatives.

Name Address Occupation Telephone No.

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If offered employment, how soon can you report to work? _____

I hereby certify that the foregoing statements are true and correct. I authorize Texas National Bank to investigate my entire work history and verify all data given in the foregoing application and in any resume submitted by me. I understand that any false statements or material omissions will be grounds for denying my application, or for discharging me if discovered subsequent to my employment.

I hereby authorize the Texas National Bank to conduct an investigative consumer report to me, as defined in Public Law 91-508, and I understand that if any inquiry is made, more information as to its nature and scope will be supplied upon written request.

I authorize the giving of any information requested by the Texas National Bank conjunction with its investigation of my application, and I release from liability any person who provides information about me to the Bank.

I understand and agree that if employed, my employment will be on an "at-will" basis; this means that either the employee or the bank may terminate the employment relationship at any time for any reason not prohibited by law. I also understand that no one has authority to modify the foregoing policy verbally.

If hired, I agree to abide by the rules of Texas National Bank and any revisions of these rules which may be made from time to time. I understand that no manager or supervisor has the power to enter into a contract of employment with me, whether express or implied.

I agree to submit to a medical or psychological examination as a condition of employment or continued employment whenever requested by the Bank. I also agree to submit to a urinalysis, blood, or other test to determine the presence of alcohol or controlled substances as a condition of employment or continued employment.

I agree to submit disputes concerning my employment to final and binding arbitration pursuant to the Bank's Employment Dispute Resolution Program.

Signature _____

Date _____