

APPLICATION FOR EMPLOYMENT

With



An Equal Opportunity Employer

This application will be held in the active file for _____ days. If you wish to be considered after that, please contact us again.

(PLEASE PRINT PLAINLY AND CLEARLY)

PERSONAL

Date: _____

Name _____ Telephone No. _____
Last First Middle

Present Address _____
No. Street City State Zip

Social Security No _____-_____-_____

Are you legally eligible for employment in the U.S.A.? _____. (If you are hired, federal law requires that you provide documentation of your identity and eligibility for employment and that you attest to your eligibility for employment.

If you are under age 18, state your age _____, and whether you can provide a work permit _____.

Position(s) applied for _____. Rate of pay expected \$ _____

Would you work Full-Time _____ Part-Time _____.

If your application is considered favorably, on what date will you be available for work? _____.

The company is an equal opportunity employer. The Company does not discriminate in hiring or employment on the basis of race, color, creed, national origin, marital status, sex, sexual orientation, ancestry, age, against qualified individuals with a disability, qualified disabled veterans, veterans of the Vietnam era or other eligible veterans, or on the basis of arrest or conviction record except where the circumstances make the applicant unacceptable to a surety company or the circumstances of the offense are substantially related to the circumstances of the particular position. It is the Company's policy to comply with all laws prohibiting discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed. One of the factors in determining whether an applicant will be employed is that the Company, at its own expense, arrange for a surety bond for its employees who are required by law to be bonded. Unless the applicant's background is acceptable to a surety company, the Company may be unable to offer employment.

EDUCATION

School	Name and Address of School	Course of Study	Circle Last Year Completed				Did you Graduate?	List Diploma or Degree	Grade Point Average
			9	10	11	12			
High							<input type="checkbox"/> Yes <input type="checkbox"/> No		
College							<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No		

Courses now studying: _____

List courses you have completed which will aid the Company in evaluating your qualifications for the position you are applying for. Use additional sheets if necessary. (Example: If applying for a clerical position, note training such as word processing, typing bookkeeping, computer/CRT.) Please include grade or other indicator or achievement, such as words per minute typed.

COURSE	DATES ENROLLED IN COURSE	SCHOOL OR OTHER SPONSOR OF COURSE	DESCRIBE MAJOR CONTENT OF COURSE	GRADE
	FROM TO			
	FROM TO			
	FROM TO			

GENERAL INFORMATION

[Note: When completing this application, your responses to inquiries about organizations and activities should not be revealing as to race, color, creed, national origin, age, marital or Vietnam veteran status, sex, sexual orientation, disability or ancestry.]

List scholastic honors, offices held, and relevant activities in high school or college:

Use the space below to describe your activities, skills and aptitudes that you believe would reasonably bear on your qualification for the position you are applying for at the Company. [You may wish to include civic and community activities, professional societies relating to the specific position for which you are applying in which you participate, special training or skills such as typing, accounting/bookkeeping, shorthand, computer/CRT machine, word processing or other skills.] If you need more space, please continue on a separate sheet.

Have you been employed here previously? Yes No Have you ever applied here before? Yes No

Have you ever been convicted of a criminal offense? Yes No

(Note: A conviction does not automatically disqualify an applicant from employment. What you were convicted of and how long ago are important.) If the answer is "yes," then for each such conviction, indicate (a) the date(s) of conviction, (b) the nature of the offense, (c) the penalty imposed, (d) whether the offense involved a financial institution, and (e) the circumstances involved. Exclude any arrest(s), acquittal(s), conviction(s) reversed on appeal, conviction(s) that have been completely expunged, and/or any adjudgment(s) against you by a court as a "youthful offender" or "juvenile delinquent."

Do you have any charges pending against you?

(Note: A pending charge does not automatically disqualify an applicant from employment. The type of charge(s) and the surrounding circumstances are important). If the answer is yes, indicate the pending charge(s) and surrounding circumstances:

Have you entered into a pretrial diversion or similar program relating to any criminal offense ("program entry")? Yes No

(Note: For purposes of this inquiry, "program entry" is defined as suspension or eventual dismissal of charges or criminal prosecution upon agreement to enter into treatment, rehabilitation, restitution, or other non-criminal or non-punitive alternatives. Entry into such a program does not automatically disqualify an applicant from employment. The nature of the program and how long ago are important.)

For each such "program entry," indicate (a) the date(s) you entered into the program, (b) the nature of the offense, (c) whether you completed the required treatment, rehabilitation, restitution, or other alternatives, (d) the ultimate disposition of the charges, and (e) the circumstances involved. Exclude any program entries prior to November 29, 1990.

Has a surety bond ever been refused to you for a position for which a surety bond is a requirement? _____ If yes indicate when and the surrounding circumstances: _____

List below all present and past employment, beginning with your most recent position.

DATES	NAME AND ADDRESS OF EMPLOYER	DESCRIBE THE WORK YOU DID	SALARY	EXACT REASON FOR LEAVING
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?
From:			From:	
To:			To:	
	Telephone:	Supervisor:		May we contact them?

If you need more space to list all of your present and past employment, please continue on a separate sheet.

PERSONAL REFERENCES
(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number	No. of years you have known reference

AGREEMENT

PLEASE READ BEFORE SIGNING. If you have any questions regarding this Agreement, please ask them of a personnel officer before signing.

In order that the Company may arrive at an employment decision, I understand that the Company may do any or all of the following, and I hereby consent to the same:

1. Investigate all statements contained in this application for employment.
2. Request that I be fingerprinted.

I understand that if I receive an offer of employment I may be required to undergo a medical examination conducted by a doctor of the Company's choice, and to submit to drug and alcohol screening tests. I also understand that my employment may be conditioned on the results of that examination and these tests.

If employed, as a condition of continued employment I agree to submit to drug screening tests from time to time, if requested to do so by the company. I understand that failure to cooperate with the testing may be grounds for dismissal.

In the event that I am employed by the Company:

1. I will comply with all rules and policies of the Company, including a request for a current personal photograph meeting the Company's specifications;

and

2. I understand that my employment can be terminated at any time, with or without cause, either at my option or that of the Company; I understand that no personnel recruiter, interviewer or other representative of the Company other than the President has any authority to enter into any agreement for employment for any specified period of time; I also understand that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as an employment contract.

I certify that the answers and information given in this employment application are true and correct to the best of my knowledge. If I am hired, I understand that false or misleading information given in my application or interviews is grounds for discharge from employment.

Signature

Date

FOR COMPANY USE ONLY (To be filled in AFTER applicant is hired or refused employment)

Date employment refused _____

Date employed _____ Date of Birth _____ Salaried Hourly

Department _____ Social Security No. _____

Job Title _____ Work Schedule (Hrs., Days, etc.) _____

Job No. _____

Maiden Name _____

In case of accident or other emergency who is the first person we should contact?

Name _____ Relationship _____ Telephone _____
(Home) (Business)

Address _____
(Number) (Street) (City) (State) (ZIP)

Address _____
(Place of Work) (Street) (City) (State) (ZIP)

FOR OFFICE USE ONLY			
Possible Work Locations:		Position:	
Possible Positions:		Rate:	
Work Location:		Date:	

Applicant’s Authorization to Release Information

As an applicant for a potential position with Middleton Community Bank, I authorize all past employers and educational institutions to release information about my work history and education for use in determining my qualifications for this position. I understand all information released will be kept confidential and to be used for hiring purpose only.

Please release or verify the items indicated:

___ All information requested

Past Employers:

- ___ Salary History
- ___ Dates of Employment
- ___ Positions Held
- ___ Responsibilities and Duties Performed
- ___ Reasons for Leaving
- ___ Eligibility for Rehire

Educational Institutions:

- ___ Years of Attendance
- ___ Degree Obtained
- ___ Transcript

(Authorized Signature)

(Date)

It is the practice of Middleton Community Bank, to inquire into personal and business references, and to secure additional information regarding credit reports, work history, criminal records and educational achievements depending on the position and the level of job responsibilities prior to the hiring applicants for employment.

Name: _____ Social Security#: _____
(Please print)