

DATE \_\_\_\_\_

# PIONEER BANK EMPLOYMENT APPLICATION

**Applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, spousal affiliation, national origin, age, marital or veteran status, or on the basis of disability as defined by the American Disabilities Act.**

(Please print clearly with black or blue ink; complete both sides, do not write "see resume" on application.)

## GENERAL INFORMATION

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

LANGUAGES SPOKEN \_\_\_\_\_

**POSITIONS APPLIED FOR** \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary

Date available for work: \_\_\_\_\_

Salary Expectations: \$ \_\_\_\_\_

How were you referred to our company? \_\_\_\_\_

Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Proof of immigration status will be required upon employment)

Have you ever been convicted of any crime involving dishonesty, breach of trust, theft or any felony? (A conviction itself does not constitute an automatic bar to employment, and will be considered only insofar as it relates to fitness to perform the job in question.) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you perform, with or without reasonable accommodations, the essential functions of the job for which you are applying?

\_\_\_\_\_ Yes \_\_\_\_\_ No If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

High School graduate or equivalent? \_\_\_\_\_ Yes \_\_\_\_\_ No High School Attended \_\_\_\_\_

Circle highest school year completed: 6 7 8 9 10 11 12 College 1 2 3 4 5 6

College, Universities or Technical Schools attended:

| School | Location | Class Ranking | GPA | Major |
|--------|----------|---------------|-----|-------|
|        |          |               |     |       |

Are you planning to pursue further studies? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Day or Night School

If so, when, where, and what courses? \_\_\_\_\_

Activities, clubs, sports, offices held: \_\_\_\_\_

\_\_\_\_\_

List any friends or relatives employed here: \_\_\_\_\_

**OFFICE AND COMPUTER SKILLS**

\_\_\_\_\_ Calculator by Touch

\_\_\_\_\_ Data Entry (Alpha / Numeric / Both)

Are you familiar with other operating platform(s)? (i.e. Windows, Adobe, Excel, Word) \_\_\_\_\_

Please list the application software of which you are proficient: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY: List your last three (3) employers, starting with the most recent, including military experience.**

|                     |      |              |                 |                |            |
|---------------------|------|--------------|-----------------|----------------|------------|
| 1) COMPANY          |      | ADDRESS      |                 |                | TELEPHONE  |
| DATES EMPLOYED:     | FROM | TO           | STARTING SALARY | LEAVING SALARY | SUPERVISOR |
| JOB TITLE:          |      | YOUR DUTIES: |                 |                |            |
| REASON FOR LEAVING: |      |              |                 |                |            |

|                     |      |              |                 |                |            |
|---------------------|------|--------------|-----------------|----------------|------------|
| 2) COMPANY          |      | ADDRESS      |                 |                | TELEPHONE  |
| DATES EMPLOYED:     | FROM | TO           | STARTING SALARY | LEAVING SALARY | SUPERVISOR |
| JOB TITLE:          |      | YOUR DUTIES: |                 |                |            |
| REASON FOR LEAVING: |      |              |                 |                |            |

|                     |      |              |                 |                |            |
|---------------------|------|--------------|-----------------|----------------|------------|
| 3) COMPANY          |      | ADDRESS      |                 |                | TELEPHONE  |
| DATES EMPLOYED:     | FROM | TO           | STARTING SALARY | LEAVING SALARY | SUPERVISOR |
| JOB TITLE:          |      | YOUR DUTIES: |                 |                |            |
| REASON FOR LEAVING: |      |              |                 |                |            |

MAY WE CONTACT THE ABOVE EMPLOYERS FOR REFERENCE CHECKING PURPOSES?  YES  NO

PLEASE IDENTIFY BY NUMBER ANY EMPLOYER YOU DO NOT WISH US TO CONTACT: \_\_\_\_\_

**REFERENCES: Include only individuals familiar with your work ability. Do not include relatives**

| NAME | TITLE | TELEPHONE | YEARS KNOWN |
|------|-------|-----------|-------------|
|      |       |           |             |
|      |       |           |             |
|      |       |           |             |
|      |       |           |             |

**CERTIFICATION AND RELEASE**

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Pioneer Bank's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Pioneer Bank reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Pioneer Bank has the authority to make any assurances to the contrary.

I authorize Pioneer Bank and/or its agents, including consumer reporting bureaus, to obtain information about me if job related.

I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release said former employers, persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

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

## AFFIRMATIVE ACTION FORM

Government Agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

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**Sex:**             Male             Female

**Race/Ethnicity:**

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast, Asia or the Indian subcontinent, including,, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Black of African American: A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" can be used in addition to "Black" or "African American".

Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Hispanic or Latino (all races): A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Hispanic or Latino (White race only): A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin and of any race other than White.

Hispanic or Latino (all other races): A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, and of any race other than White.

Race missing or unknown: Applies to applicants only, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

**Veteran:**             Yes             No

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Please identify where you learned about an employment opportunity with this organization.

Newspaper Ad

Tech School/College Placement

Employee Referral

Temporary Service

Recruiter

State Employment Service

Other

**PIONEER BANK  
APPLICANT DISCLOSURE STATEMENT**

The Fair Credit Reporting Act (Public Law 91-588) requires that we advise you that a consumer report will be obtained for employment purposes as part of the pre-employment credit and background investigation and at any time during your employment. If a Consumer Reporting Agency is engaged in this investigation, information relevant to the nature and scope of the inquiry, if one is made, will be provided to you upon your written request.

Acknowledgement is hereby made that a consumer report will be pulled in connection with the position for which the undersigned is applying.

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HR Signature

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Date

Please sign below to signify receipt of the foregoing disclosure

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Candidate Signature

**PIONEER BANK**

**Authorization & Release**

In connection with my application for employment, I understand that information may be requested as to my character, employment, including job performance and work habits, and other personal history. I further understand that you may be requesting information regarding my motor vehicle driving record history, workers' compensation claims, credit and criminal history and other public records. I agree that any false information in support of my application for employment may subject me to discharge at any time during my employment.

I hereby authorize and release from all liability without reservation (consumer reporting agency) and any law enforcement agency, administrator, state/federal agency, institution, employers (prior or present), insurance company or person gathering or furnishing the above information.

A photographic or fax copy of this authorization may be deemed to be the equivalent of the original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Current Address of Applicant's Residence (include county if known)