



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT  
PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The Bank does not discriminate in hiring or employment on the basis of race, color, religious creed, personal disability, national origin, sex, ancestry, veteran status or age. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. The Bank, at its own expense, arranges for surety bond for each of its employees. Unless the applicant's background is acceptable to a surety (not relative to race, color, religious creed, personal disability, national origin, sex, ancestry, veteran status or age) it will be difficult to secure this bond and the Bank may be unable to offer employment.

In processing the employment application, the Bank may request that an investigative consumer report be prepared, which may include information as to your character, general reputation, police record, personal characteristics and mode of living. You have the right to request that the Bank completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Human Resources Department of this Bank within a reasonable time after you complete this application.

I hereby acknowledge I have read the foregoing disclosure and understand the same.

Initials

Date

**CONTACT INFORMATION**

Name

Address

City  State  Zip Code

Phone Number

Email

Length of time at this address

List previous addresses within the United States, if address changed during the past five years.

Address

City  State  Zip Code

Address

City  State  Zip Code

Address

City  State  Zip Code

**To be considered for a position, this form must be completed in full even if you attach your resume.**

**BE ADVISED:** If you have an Internet email service such as Yahoo, Gmail or Hotmail, you will be prompted to save this form to your computer once you click on the Save/Email button at the end of the application. After saving, you should attach it, along with your resume if applicable, and email to [hr@cnb-enid.com](mailto:hr@cnb-enid.com)

## ATTACHMENTS

If you would like to attach a resume and /or cover letter, you may do so through your email service provider in a separate email and send it to hr@cnb-enid.com. If you are using Adobe Acrobat Pro, and your version supports the attachment function, you may also do it that way. Please note that Adobe Reader does not allow attachments. If you have Adobe Acrobat, look for a paperclip on the left side of your screen down toward the bottom and click on it to attach a file.

## APPLICATION FOR EMPLOYMENT

### Personal Information

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.

Yes  No

Federal law requires banks to specifically inquire about criminal convictions. Have you ever been convicted of a criminal offense involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)

Yes  No

If you answered yes, please provide the date and location of the conviction:

Date  City  State

**A yes answer will not automatically disqualify you from employment consideration.**

## GENERAL INFORMATION

Type of work desired  Salary requirements

Full-time  Part-time

Date available  Are any of your relatives employed here?  Yes  No if yes please indicate name and department.

Relative's Name

Department

Use the space below to describe your interest in banking and the skills and aptitudes that you feel qualify you for a position at the Bank. You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting, and the like.

List any computer software in which you are proficient along with business office machines.

Have you been employed here previously?  Yes  No

Have you ever applied here before?  Yes  No

How did you learn about this position?

## EMPLOYMENT HISTORY

Starting with the most PRESENT or MOST RECENT, list all employers. Include self-employment, summer, and part-time jobs. List only employers located in the United States.

Employer	<input type="text"/>	Job Title	<input type="text"/>		
Address	<input type="text"/>	Supervisor Name	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>		
	Zip Code	<input type="text"/>	Hire Date	<input type="text"/>	
Phone Number	<input type="text"/>	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	End Date	<input type="text"/>
Starting Salary	<input type="text"/>	Rate	<input type="text"/>	Ending Salary	<input type="text"/>
Job Responsibilities	<input type="text"/>				

Employer	<input type="text"/>	Job Title	<input type="text"/>		
Address	<input type="text"/>	Supervisor Name	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>		
	Zip Code	<input type="text"/>	Hire Date	<input type="text"/>	
Phone Number	<input type="text"/>	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	End Date	<input type="text"/>
Starting Salary	<input type="text"/>	Rate	<input type="text"/>	Ending Salary	<input type="text"/>
Job Responsibilities	<input type="text"/>				
Reason for Leaving	<input type="text"/>				

Employer	<input type="text"/>	Job Title	<input type="text"/>		
Address	<input type="text"/>	Supervisor Name	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>		
	Zip Code	<input type="text"/>	Hire Date	<input type="text"/>	
Phone Number	<input type="text"/>	May we contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No	End Date	<input type="text"/>
Starting Salary	<input type="text"/>	Rate	<input type="text"/>	Ending Salary	<input type="text"/>
Job Responsibilities	<input type="text"/>				
Reason for Leaving	<input type="text"/>				

## EDUCATION

Name of High School, Preparatory School  Last Year Completed

City  State  Did you graduate?  Yes  No GED  Yes  No

List any scholastic honors, leadership or community service activities:

College or Technical School  Last Year Completed

City  State  Did you graduate?  Yes  No Degree

List any scholastic honors, leadership or community service activities:

Graduate School  Last Year Completed

City  State  Did you graduate?  Yes  No Degree

List any scholastic honors, leadership or community service activities:

## PERSONAL REFERENCES

Give three personal references, preferably work references. DO NOT give relatives. You may want to include the names of friends or acquaintances presently employed by this Bank.

Name

Address

City  State  Zip Code

Phone Number  Years Acquainted

Name

Address

City  State  Zip Code

Phone Number  Years Acquainted

Name

Address

City  State  Zip Code

Phone Number  Years Acquainted

PLEASE READ CAREFULLY BEFORE INITIALING.

In the event of my employment to a position in the Bank, I will comply with all rules and regulations as set forth in the Bank's policy manual or other communications distributed to all employees. I authorize the Bank to supply my employment record, in whole or in part, and in confidence, to any prospective employer, government agency or other party with a legal and proper interest.

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment is without contract and can be terminated with or without cause at any time at the discretion of either the Company or myself. I understand that no management official has any authority to enter into any agreement contrary to the foregoing or make any oral or written promise of continued employment.

I authorize persons, schools, my current employer (if authorized) and previous employers and organizations named in this application (and accompanying resume, if any) to provide relevant information that may be required to arrive at an employment decision.

Initials:

Date

## ***Voluntary Invitation to Self-Identify***

Qualified applications are considered for and treated during employment without regard to race, color, religious creed, personal disability, national origin, sex, ancestry, veteran status or age.

Solely to help us comply with federal and state Equal Employment Opportunity record keeping, and other legal requirements, we invite you to complete the following information.

Please note that completion of this information is voluntary. Refusal to complete this information will not subject you to adverse treatment. The information you provide is confidential and will be kept separate from your other application information. This information will be used for data reporting requirements and will not be considered in making any employment decisions.

### **GENDER**

- Male
- Female
- I decline to provide this information

### **ETHNIC GROUP**

- White (Not of Hispanic origin)  
A person having origins in any of the original peoples of Europe, North Africa, or Middle East.
- Black or African American  
A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino  
A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish American or other Spanish culture or origin, regardless of race.
- Asian  
A person having origins in any of the original peoples of Far East, Southeast Asia, or the Indian Subcontinent. The area includes, for example, Cambodia, China, India, Japan, the Philippine Islands, Thailand, Vietnam, and Korea.
- Native Hawaiian or Pacific Islander  
A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- American Indian or Alaska Native  
A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
- Other—Two or more races (A person having origins in two or more ethnic origins)
- I Decline to provide this information

**VETERAN STATUS:** If you believe you belong to any of the following categories of protected veterans, please indicate by checking the appropriate box below.

*Disabled Veteran:* A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

*Recently Separated Veteran:* means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

*Active Duty Wartime or Campaign Badge Veteran:* means a veteran who served on active duty in the U. S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

*Armed Forces Service Medal Veteran:* means a veteran who, while servicing on active duty in the U. S. Military, ground, naval, or air service, participated, in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA - the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Services (VETS), toll-free, at 1-866-4-USA-DOL.

I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERANS LISTED ABOVE

I AM NOT A PROTECTED VETERAN

**Why are you being asked to complete this form?** Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

**How do I know if I have a disability?** You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Muscular dystrophy
- Schizophrenia
- Epilepsy
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)

**Please check one of the boxes below:**

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

### **Reasonable Accommodation Notice**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

If you have an Internet email service such as Yahoo, Gmail or Hotmail, you will be prompted to save your form to your computer. After saving, you should attach it to an email and send to [hr@cnb-enid.com](mailto:hr@cnb-enid.com).