

Application for Employment
The First National Bank
101 E. Bridge Street / P.O. Box 4010
Granbury, Texas 76048

The First National Bank (“FNB”) of Granbury is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or identity, or physical or mental disability.

If you require accommodation of a disability in order to complete any portion of the application process, please inform the Human Resources Representative at 817-573-2655. So that we can have the best opportunity to provide necessary and reasonable accommodation, we ask that you give us as much notice as possible prior to the need.

Instructions: In filling out your application, you are requested to furnish complete and accurate information about yourself, your employment history, your education and the position for which you apply. All applications are verified. A false or incomplete application will not be considered and can be used as a reason for discharge.

Please complete the entire application and all accompanying documents. You may return the completed package to any of our locations during our normal business hours.

Date: _____

Position Applied For

Job/Function: _____ Referred By: _____

Hourly Pay Desired: _____ Date Available For Work: _____ Full-time Y N Part-time Y N

Can you work Saturdays: Y N Can you work overtime when necessary? Y N

Personal Information

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City/State/Zip: _____ How Long: _____

Previous Address: _____ City/State/Zip: _____ How Long: _____

Email Address: _____ Contact #: _____

Have you ever interviewed with FNB before? Y N If yes, list date: _____

Have you ever been employed by FNB before? Y N If yes, list start and end dates: _____

Do you have any relatives employed by FNB? Y N If yes, list name(s): _____

Are you at least 18 years of age? Y N

List all special skills you possess and machines or office equipment you can use such as calculators, computer equipment and software, etc.

References- Please list three people, not related to you, whom you have known at least three years. They should be able to help us determine your qualifications for the position you requested.

1. Name: _____ Occupation: _____ Phone: _____

2. Name: _____ Occupation: _____ Phone: _____

3. Name: _____ Occupation: _____ Phone: _____

Employment History (Present or most current job first. Use extra paper if needed and account for ALL gaps in employment).

Start Date: _____ Employer Name: _____
End Date: _____ Employer Address: _____
Supervisor Name: _____ Supervisor Phone #: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities:

Reason for Leaving:

Start Date: _____ Employer Name: _____
End Date: _____ Employer Address: _____
Supervisor Name: _____ Supervisor Phone #: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities:

Reason for Leaving:

Start Date: _____ Employer Name: _____
End Date: _____ Employer Address: _____
Supervisor Name: _____ Supervisor Phone #: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities:

Reason for Leaving:

Start Date: _____ Employer Name: _____
End Date: _____ Employer Address: _____
Supervisor Name: _____ Supervisor Phone #: _____
Job Title: _____ Starting Salary: _____ Ending Salary: _____
Duties and Responsibilities:

Reason for Leaving:

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete and I understand that any misstatement, falsification or omission of information may be grounds for refusal to hire or, if hired, termination. This applies regardless of the time elapsed after its discovery.

I understand that FNB will verify my personal information, employment history, education, training and references as needed to research my qualifications for this position. I further understand that FNB will verify my credit history and will perform background checks on me through law enforcement agencies. In addition, if I am applying for employment requiring driving I understand that FNB will also investigate my driving record.

I acknowledge that nothing in this Application for Employment, the granting of an interview or even my subsequent employment with FNB is intended to create an employment contract between myself and FNB under which my employment could be terminated only for cause. On the contrary, I understand and agree that, if hired; my employment will be terminable **at will** and may be terminated by FNB or me at any time and for any reason. I understand that no agreement or promise regarding my employment is binding on the Bank unless it is in writing and signed by the Bank's President.

I understand that FNB may require me as an applicant for employment to consent and submit to and pass a drug test as a prerequisite to employment. I also understand that FNB may require me as an applicant for employment to consent and submit to a search of my personal belongings and my vehicle as a prerequisite to employment. My refusal to consent and submit to either or both the drug test and/or the search may constitute grounds for the termination of consideration for employment.

I also understand that this application will remain active for 30 days from the date below.

I hereby acknowledge that I have read and agree to the above statements and affirm them as my own.

Signature of Applicant: _____ Date: _____

Signature for electronic submissions can be done at the time of interview

Voluntary Employment Data Record

**The Employment Data Record will be detached and kept in a Confidential File and will not be a part of your Application for Employment. **

Employees and applicants are treated without regard to race, color, religion, age, sex, national origin, veteran status or disability, or any other legally protected status.

The purpose for this Employment Data Record is to comply with government record keeping, report and other legal requirements. This data is for statistical analysis with respect to the success of our Affirmative Action program. Although completion of this Employment Data Record is optional, your assistance in providing the information is appreciated.

Please Note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Please Complete the Following:

(Please type or print)

Last Name: _____ First Name: _____ Middle Initial: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Position Applied For: _____

How did you hear about this position? _____

Check one: Male Female

Check one of the following for Racial/Ethnic Origin:

Caucasian

Hispanic

Native American

African American

Asian/Pacific Islander

Other: _____

Please Specify

Disposition for Company Use Only

Hired: _____

Rejected Offer: _____

Did Not Hire: _____ Reason: _____

Please Enter Today's Date: _____