

Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation in the application and/or interview process should contact a representative of the Human Resource Department.

Position(s) applied for: _____ Date of application: _____

Name: _____
Last
First
Middle

Address: _____
Street
City
State
Zip code

Telephone: () _____ Social Security Number: _____

Have you ever been employed here before? Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work: _____ Type of work desired: Full-time Part-time

Are you able to meet the attendance requirements of the position? Yes No

Have you ever been convicted of a crime in the last seven (7) years? Yes No

Such conviction may be relevant if job-related, but does not bar you from employment.

If yes, please explain: _____

How did you hear about us? _____

Employment History

List your last three (3) employers with the most recent listed first.

FROM	TO	EMPLOYER	TELEPHONE:
JOB TITLE		ADDRESS	
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
SUPERVISOR			
REASON FOR LEAVING			
HOURLY RATE/SALARY			
START \$ _____ PER _____			
FINAL \$ _____ PER _____			
FROM	TO	EMPLOYER	TELEPHONE:
JOB TITLE		ADDRESS	
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
SUPERVISOR			
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HOURLY RATE/SALARY			
		START \$ _____	PER _____
		FINAL \$ _____	PER _____

Skills and Qualifications

Specialized Skills

Level of Proficiency
 Circle the appropriate number:
1= Low 4= High

Personal Computer	1	2	3	4
Microsoft Word	1	2	3	4
Microsoft Excel	1	2	3	4

Educational Background

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

References

NAME	TELEPHONE	YEARS KNOWN

I hereby certify that information I have entered on this form is correct to the best of my knowledge. I further understand that any false, inaccurate or omitted information given to this employer as a part of the hiring process is grounds for immediate termination no matter when such is discovered.

I give the employer the right to examine any and all criminal records, arrests, credit, and workers compensation records on file in the counties in the state of Kansas or any other state. In doing so, I understand that I am waiving my right to confidentiality. I give the employer the right to make a thorough investigation of my past employment activities concerning my services, character and conduct. I release from all liability any persons, companies, and corporations supplying such information.

This employer is an Equal Opportunity Employer. Our policy is to consider all applicants for employment based on their qualifications and our current job vacancies.

I understand that just as I am free to resign at any time the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA. I have read the job description for the job for which I am applying and I can perform the physical requirements of the position.

In compliance with section 604(b) of the Fair Credit Reporting Act, I authorize this employer to obtain a copy of my credit report for employment purposes.

Signature of Applicant: _____ Date: _____

COMMUNITY BANK

Disclosure and Release

I hereby authorize Community Bank, its subsidiary entities and designated agents, to make whatever inquiries it deems necessary, and to contact consumer reporting agencies (including credit and public record background checks) or other persons, and to secure consumer reports and/or investigative consumer reports in connection with my application for employment. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, driving record, worker's compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state, and other agencies which maintain such records.

I further authorize and direct any person or consumer reporting agency to participate in and make such inquiries at the request of Community Bank, its subsidiary entities and designating agents, and to compile and furnish any information it may have or obtain in response to such inquiries. I understand that I may request Community Bank, its entities, and designated agents, to completely and accurately disclose to me the nature and scope of the investigation requested. Such a request must be made in writing to the Human Resource Department within a reasonable time after completion of this application. Should employment be denied as a direct result of information contained in a consumer report or investigative consumer report, I will be advised as to the name, address, and telephone number of the consumer reporting agency supplying the report, and I may contact such agency for any further information desired.

I further understand that if I am hired by Community Bank or its subsidiary entities, at any time during my employment, Community Bank or its subsidiary entities may investigate my credit file or obtain other consumer reports and/or investigative consumer reports for purposes of promoting, reassigning or retaining me as an employee.

This authorization and consent shall be valid in original, fax, or copy form.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Print Your Full Name

Email Address

Social Security Number

Date of Birth

Please Print Your Maiden Name or Other Names You Have Used

Your Current Home Address

City

State

Zip Code

Driver's License Number

Name as it appears on License

State of Issuance

Applicant's Signature

Today's Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>