



APPLICATION FOR EMPLOYMENT

We are pleased that you are interested in applying for a position with our financial institution. This institution does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, age, sex, sexual orientation, gender, marital status, veteran status, or handicap. No question on this form is intended to secure information to be used for such discrimination.

We will give this application every consideration. However, in accepting it, the institution makes no commitment of employment to the applicant.

BASIC INFORMATION: PLEASE PRINT IN INK

DATE: _____

Name: _____ Social Security Number ____/____/____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Are you a United States Citizen? _____

At what telephone number can you be reached during the day? (____) _____

Position applied for: _____ Location: _____

Full-Time Part-Time Summer Other

Salary Requirement: _____ Date Available: _____

How were you referred to us? _____

Do you have any friends or relatives working here? Yes No

If yes, please name and indicate relationship _____

For purpose of verifying past employment or school attended, please indicate if you have been known by a different name.

WORK HISTORY: Start with your present or most recent job. List self-employment, summer and part-time jobs. Include employers located in the United States only.

1.

Company			Address		Telephone
Date Employed:	From	To	Starting Salary:	Leaving	Supervisor
Your Duties					
Reason for Leaving					

2.

Company			Address		Telephone
Date Employed:	From	To	Starting Salary:	Leaving	Supervisor
Your Duties					
Reason for Leaving					

3.

Company			Address		Telephone
Date Employed:	From	To	Starting Salary:	Leaving	Supervisor
Your Duties					
Reason for Leaving					

May we contact the above employers for reference checking purposes? _____

Please identify by number any employer you do not wish us to contact. _____

MACHINE OPERATION: Check the following machines which you can operate.

Typewriter _____ WPM Teller Terminal Other _____

COMPUTER SOFTWARE PROGRAM KNOWLEDGE: Check the following software programs you have utilized and/or have a level of proficiency.

Microsoft Windows Microsoft PowerPoint Other _____
 Microsoft Word Microsoft Access _____
 Microsoft Excel Microsoft Outlook _____

EDUCATION:

Name	Address (City, State)	Major Course/Subject	Circle Last Year Completed	Degree (Y or N)
High School/Preparatory			1 2 3 4	
Business School			1 2 3 4	
College			1 2 3 4	
Graduate Work			1 2 3 4	
Other (Describe)			1 2 3 4	

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? Yes _____ No _____ Day School _____ Night School _____

If so, when, where, and what courses? _____

INTERESTS: Use the space below to describe your interest in the financial industry and the skills and aptitudes that you feel qualify you for a position at GCF 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.) If you need more space, please continue on a separate sheet.

REFERENCES: Please list the names, addresses and telephone numbers of two personal references, excluding relatives and former employers.

CONVICTIONS: Have you ever been convicted of any crime involving dishonesty, breach of trust or theft? If so, please explain.

CERTIFICATION AND ASSENT:

I hereby certify that the statements I made are true, and, if I am subsequently employed by you, that I may be subject to discharge if they are found to be false.

I hereby acknowledge that I have read the above statement and understand the same.

Applicant's Signature

Institution Representative

Date