



APPLICATION FOR EMPLOYMENT

COMMUNITY FIRST BANK IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT (INCLUDING APPLICATION FOR EMPLOYMENT) ON ANY BASIS INCLUDING RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, SEX, AGE, PHYSICAL OR MENTAL DISABILITY, MEDICAL CONDITION, PREGNANCY, VETERAN OR MILITARY STATUS, OR ANY OTHER BASIS PROHIBITED BY LOCAL, STATE, AND FEDERAL LAW.

APPLICANTS WITH DISABILITIES MAY BE ENTITLED TO REASONABLE ACCOMMODATION UNDER THE TERMS OF THE AMERICANS WITH DISABILITIES ACT AND CERTAIN STATE OR LOCAL LAWS. A REASONABLE ACCOMMODATION IS A CHANGE IN THE WAY THINGS ARE NORMALLY DONE WHICH WILL ENSURE AN EQUAL EMPLOYMENT OPPORTUNITY WITHOUT IMPOSING UNDUE HARDSHIP ON COMMUNITY FIRST BANK. PLEASE CONTACT COMMUNITY FIRST BANK HUMAN RESOURCES IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION OR TO OTHERWISE PARTICIPATE IN THE APPLICATION PROCESS.

READ AND ANSWER ALL QUESTIONS CAREFULLY. FAILURE TO RESPOND TO ALL QUESTIONS MAY DISQUALIFY THIS APPLICATION FROM REVIEW AND CONSIDERATION. ALL INFORMATION MUST REFLECT A COMPLETE AND ACCURATE RECORD OF YOUR EDUCATION AND EMPLOYMENT HISTORY.

PERSONAL

Last Name		First Name	Initial	Email Address
Present Address (Street, City, State, Zip)				
Home Telephone ()	Business Telephone ()		Cell Phone ()	
Last previous address – if current address is less than 5 years				
Have you previously interviewed at Community First Bank? <input type="checkbox"/> Yes <input type="checkbox"/> No When?		Were you ever employed by Community First Bank? <input type="checkbox"/> Yes <input type="checkbox"/> No From To		
Will you now or in the future require sponsorship for an employment visa (e.g., H-1B visa status)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If hired, verification will be required consistent with federal law.)				
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, can you submit a valid work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT

Position Applied For		Salary Desired \$	Desired Start Date	
If you performed work that was assigned through a temporary or staffing agency, then the name and contact information for that agency should be listed as the employer, not the company where you were assigned. You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.				
Previous Employer – <i>One (most recent first)</i>			Dates Employed	
Name			From Mo/Yr	To Mo/Yr
Address City State Zip			Telephone ()	
Your Title			Name of Supervisor, Title	
Annual Commission Amt. \$	Bonus Target Percent	Bonus Actual Percent	Bonus Amount	Overtime Avg. Annual Amt.
Reason for Leaving			\$	\$
Previous Employer – <i>Two</i>			Dates Employed	
Name			From Mo/Yr	To Mo/Yr
Address City State Zip			Telephone ()	
Your Title			Name of Supervisor, Title	
Annual Commission Amt. \$	Bonus Target Percent	Bonus Actual Percent	Bonus Amount	Overtime Avg. Annual Amt.
Reason for Leaving			\$	\$
Previous Employer – <i>Three</i>			Dates Employed	
Name			From Mo/Yr	To Mo/Yr
Address City State Zip			Telephone ()	
Your Title			Name of Supervisor, Title	
Annual Commission Amt. \$	Bonus Target Percent	Bonus Actual Percent	Bonus Amount	Overtime Avg. Annual Amt.
Reason for Leaving			\$	\$



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EDUCATION

Schools Attended	Type of Course or Major	Number of Credits Earned	Degree/GED Obtained
High School Name / Address			
Business or Technical School Name / Address			
College or University Name / Address			
1.			
2.			
Graduate School Name / Address			

BACKGROUND INFORMATION

Have you ever been discharged, suspended or asked to resign from any position? Yes No

If yes, please explain. _____

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed above? Yes No

If yes, specify name. _____

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated or dismissed upon condition of probation? Answer "Yes" only if the conviction was within the last ten (10) years. You are not required to disclose sealed or expunged records of conviction or arrest.

Yes No Record

If you checked "Yes," please explain below. A conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation. Please note: a driving violation in some states is considered a misdemeanor.

ADDITIONAL SKILLS

Business Equipment You Can Operate	Do you have experience with languages other than English that are related to the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Computer Software Programs/Skills	If yes, which language(s) and to what extent?			
	Languages	Speak	Read	Write
	1.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other Technical Skills: (e.g. _____) <i>INSERT SPECIFIC SKILLS RELATED TO POSITIONS WITH COMPANY.</i>				



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RELATIONSHIPS WITH CURRENT EMPLOYEES

Do you have any relatives or close personal relationships with employees who currently work with Community First Bank?

Yes No If yes, who? _____

To avoid conflicts of interest and breaches of confidentiality, Community First Bank does not hire new employees to positions where there might be a conflict of interest or access to confidential information about their spouse, relatives, or others with close personal relationships. Please advise us of any such relationship (including the name of the employee) so that you can be considered for an appropriate position.

ACKNOWLEDGEMENTS

I authorize Community First Bank and its representatives to make any inquiry or investigation which they may deem desirable of the answers, information and references given by me, and to secure additional job-related information about me. I understand that Community First Bank may rely on such information. By signing this application for employment, I declare that the information provided by me is complete and accurate to the best of my knowledge. I understand that any misrepresentation or omission on this application, on a resume or during an interview, or otherwise during the hiring process may preclude an offer of employment, may result in the withdrawal of an offer of employment, or may result in termination of my employment if I am employed at the time of discovery of the misrepresentation or omission. I authorize my present employer, previous employer(s) and references to provide any such information to Community First Bank. I release from liability Community First Bank and its representatives and all other persons, corporations or organizations for receiving or furnishing such information.

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result in order to be permitted to commence work with Community First Bank.

I also understand that, if hired, my employment will be “at will” and may be ended by either Community First Bank or myself at any time, with or without notice, and for any reason or no reason. I further understand that neither this application, nor any other communication from Community First Bank or its representatives (other than a written employment agreement signed by the President of the company) is intended to create a contract of employment, and that no representative of Community First Bank has authority to make assurances to the contrary. In addition, I understand that if an offer of employment is extended it will be contingent upon successful completion of required pre-employment screening and verification of my legal right to work in the United States.

Applicant's Signature

Date