

Mifflinburg Bank and Trust Company Application for Employment

Date _____

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

Referral Source Advertisement Employee Walk-In Relative
 Government Employment Agency Other

1. PERSONAL INFORMATION

Name _____
 Last First Middle Initial

Address _____
 Street City State Zip Code

Telephone # _____ Other Phone # _____

E-Mail _____

2. EMPLOYMENT DESIRED

Position being applied for _____

Date Available for Work _____ Desired Salary _____

Type of Employment Full Time Part Time Seasonal

Have you ever been employed by Mifflinburg Bank and Trust Company before? Yes No

If yes, please complete the following: Dates employed _____ to _____

Reason for termination of employment _____

Are you legally eligible for employment in the United States? Yes No

Are you over the age of 18? Yes No (If no you may be required to provide authorization to work)

3. WORK EXPERIENCE

Provide the following information of your past and current employers, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in the comments section

1. Employer	Telephone ()	Dates Employed		Summarize the type of work performed and job responsibilities
		From	To	
Address				
Starting Job Title/Final Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May We Contact for Reference? ◇ Yes ◇ No ◇ Later		\$	Per	
2. Employer	Telephone ()	Dates Employed		
		From	To	
Address				
Starting Job Title/Final Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May We Contact for Reference? ◇ Yes ◇ No ◇ Later		\$	Per	
3. Employer	Telephone ()	Dates Employed		Summarize the type of work performed and job responsibilities
		From	To	
Address				
Starting Job Title/Final Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May We Contact for Reference? ◇ Yes ◇ No ◇ Later		\$	Per	

Comments - including explanation of any gaps in employment.

3. EDUCATION AND SKILLS

Name of School	# of years completed	Degree	GPA	Major

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? Yes No If yes, please describe:

List Academic honors, extracurricular activities, offices held in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

List any professional trade, business, or civic association and any offices held. (Exclude memberships which would reveal race, color, religion, age, sex, sexual orientation, national origin, citizenship, age, marital status, mental or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.)

Organization	Office Held

4. REFERENCES

List name and telephone number of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	# Of years known

5. ADDITIONAL INFORMATION

Have you ever been convicted of a felony or a misdemeanor that resulted in imprisonment?

Yes No

If yes, please provide dates and details

(Answering yes to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account).

6. PLEASE READ VERY CAREFULLY

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all right and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that I have read, fully understand and accept all terms of the foregoing application.

Applicant Signature

Date

JOB APPLICANT SELF-IDENTIFICATION FORM

Mifflinburg Bank and Trust Company is a government contractor subject to all provisions of The Civil Rights Act of 1964, Executive Order 11246 (as amended), the Rehabilitation Act of 1973 (as amended), and The Vietnam Era Veterans' Readjustment Assistant Act of 1974 (as amended). Qualified applicants are considered without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, genetic information, pregnancy, disability, or protected veteran status. In order to help us comply with government regulations, we are requesting you to answer the questions listed below. **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION.** This form will be kept strictly confidential and separate from your Employment Application. .

PLEASE PRINT

Name: _____ Date: _____

Gender: Please check one: Male Female

Please check the appropriate Equal Employment Opportunity Identification Groups:

- | | |
|---|---|
| <input type="checkbox"/> White (not of Hispanic origin) | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Black or African American (not Hispanic or Latino) | <input type="checkbox"/> Asian (not Hispanic or Latino) |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander (not Hispanic or Latino) | |
| <input type="checkbox"/> American Indian or Alaska Native (not Hispanic or Latino) | |
| <input type="checkbox"/> Two or More Races (not Hispanic or Latino) | |

Are you a Protected Veteran? Please check one.

- Yes, I am a Protected Veteran.*
 No, I am not a Protected Veteran.

Disability Status: Please check one.

- Yes, I am an individual with a disability. **
 No, I do not have a disability.
 I do not wish to answer.

• Protected Veteran Categories/Definitions

- 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 for a disability; or
 - a person who was discharged or released from active duty because of a service-connected disability.
- Recently separated veteran: any veterans during the three-year period beginning on the date of discharge or release from active duty in the U.S. military, ground, naval, or air service
- Active duty wartime or campaign badge veteran: any 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 laws administered by the Department of Defense.
- Armed Forces service medal veteran: any veteran who, while serving 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 No. 12985.

** Individual with Disability: any person who (i) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such impairment

Investigative Consumer Report Disclosure and Authorization

By this document, Mifflinburg Bank and Trust Company discloses to you that an investigative consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. This report may include information about your character, general reputation, personal characteristics, mode of living, criminal, driving, and work history, etc. This authorization shall remain on file if you are hired and shall serve as an ongoing authorization for Mifflinburg Bank and Trust Company to procure consumer reports at any time during your employment period. Mifflinburg Bank and Trust Company certifies that before taking any "adverse action" based in whole or in part on the report, which results in a denial of employment or any other decision for employment purposes that adversely affects any current or prospective employee, the Bank shall provide a copy of the report to the consumer as well as a written statement of the individual's rights under the law, as prescribed by the Federal Trade Commission.

I hereby authorize Mifflinburg Bank and Trust Company to obtain an Investigative Consumer Report and acknowledge receipt of the foregoing disclosure.

Signatures:

Applicant Signature

Date

Human Resource Manager

Date

For Administrative Use Only

Position(s) applied for Available Not Available

Other positions considered for _____

Hired Yes No

Position hired for _____

From the EEO job classifications listed below, which one best describes the position filled?

- Executive/Sr. Officials & Mgrs. First/Mid Officials & Mgrs. Professionals
- Technicians Sales Workers Administrative Support
- Craft Workers Operatives Laborers & Helpers
- Service Workers

Notes _____

Completed By _____ Date _____