

Application For Employment

Personal Information

Please fill in all blanks using ink.

First _____ Middle _____ Last _____

Home Address _____

City _____ State _____ Zip _____ Length Of Time At This Residence _____

Phone Number _____

List previous addresses within the United States, unless Military, if address changed during the past 5 years.

Street _____ City _____ State _____ Zip _____ From (Date) To _____

Street _____ City _____ State _____ Zip _____ From (Date) To _____

Street _____ City _____ State _____ Zip _____ From (Date) To _____

Full Time Part Time Position Desired _____

What hours are you available to work?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							X
PM							X

Number of hrs/wk desired _____

Education

Name of School	City	State	Major	Number of Years Completed	Diploma/Degree

Are you planning to pursue further studies?

- No Yes
 Day School
 Night School

If so, when, where and what courses?

Application For Employment *cont'd*

Employment History

Please fill in all blanks using ink starting with the most recent or current.

Name & Address of Former Employer	Dates Employed	Position & Duties	Weekly Pay	Reason for Leaving
			Start	
			End	
			Start	
			End	
			Start	
			End	
			Start	
			End	

If you need more space, please continue on a separate sheet.

If presently employed, why do you desire to change?

If you are now employed, may we contact your current employer? Yes No

Have you been employed here previously? Yes No

Have you applied here previously? Yes No

Have you ever been convicted of a crime involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? Yes No

If yes, please explain _____

Do you have felony charges currently pending against you? Yes No

If yes, please explain _____

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected, or if discovered after I am employed, cause for immediate termination of my employment. I authorize Vista Bank to contact and obtain information about me from previous employers, educational institutions and "references" I provide, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against Vista Bank or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose. I understand that in connection with this application, a consumer report and/or an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or associates or with others with whom I am acquainted or who may have knowledge with respect to my character, general reputation, personal characteristics and mode of living, and hereby authorize the procurement of any such report. I understand that, upon my request, I have the right to know if any such report was requested and, if so, the name and address of the consumer reporting agency that furnished such report and in the case of a consumer investigative report, that I may inspect and receive a copy of such report by contacting such agency. I also understand that I have the right to receive a complete and accurate disclosure of the nature and scope of the information requested if I request such disclosure within a reasonable period of time.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

I understand that if employed:

- 1) any misrepresentation or omission of facts requested in this application is cause for dismissal; and
- 2) my employment is for no definite period and I may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice

I fully understand and accept all terms and conditions in the above statement.

Applicant Signature _____

Date _____

