



## Application for Employment

We are pleased that you are interested in applying for a position with our Bank. Macon-Atlanta State Bank is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, religious creed, national origin, age, sex, marital status, ancestry, veteran status, pregnancy, medical condition, citizenship status, genetic information, disability or other basis prohibited by applicable local, state, or federal law. No question on this form is intended to secure information to be used for such discrimination.

**Personal Information:** Please print in ink.

Position(s) applying for Loan Processing Manager

Date \_\_\_\_\_

Full Time  Part Time

Name \_\_\_\_\_  
Last First Middle Initial

E-mail Address \_\_\_\_\_

Preferred Name \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Daytime Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_  
Street or PO Box City State Zip

Have you ever worked under a different name?  Yes  No If yes, what name? \_\_\_\_\_

Have you ever been employed by us?  Yes  No If yes, when? \_\_\_\_\_

Do you have any relatives working here?  Yes  No If yes, indicate name and relationship: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Have you ever been bonded?  Yes  No

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

*Note: Proof of eligibility will be required within three working days of employment.*

Are you capable of performing the essential functions required for the position for which you are applying with or without an accommodation?  Yes  No

Have you ever pled guilty, "no contest" to, or been convicted of a felony?  Yes  No

If yes, please give the date(s) and details: \_\_\_\_\_

*Note: Answering "Yes" to the question above does not constitute an automatic bar from employment. Factors such as age, time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.*

### Education and Training:

	Name and Location of School	Course of Study	Last Grade Completed	Did you Graduate?	Degree, Diploma, GED, Certificate or other
High School			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade Technical			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Special Skills, Training or Qualifications:** Describe any computer skills, specialized skills, training and qualifications you possess and/or internships you feel are relevant to the position for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_

**Employment Experience:** Beginning with your most recent position, enter your employment information here.

May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Current or Most Recent Employer		Supervisor's Name & Title
Address		Dates Employed (indicate month/year) From: _____ To: _____
Telephone Number	Job Title	Average Hours Worked Per Week
Reason for Leaving		Hourly Rate or Annualized Salary \$ _____
Describe Major Work Duties		

May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous Employer		Supervisor's Name & Title
Address		Dates Employed (indicate month/year) From: _____ To: _____
Telephone Number	Job Title	Average Hours Worked Per Week
Reason for Leaving		Hourly Rate or Annualized Salary \$ _____
Describe Major Work Duties		

May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous Employer		Supervisor's Name & Title
Address		Dates Employed (indicate month/year) From: _____ To: _____
Telephone Number	Job Title	Average Hours Worked Per Week
Reason for Leaving		Hourly Rate or Annualized Salary \$ _____
Describe Major Work Duties		

May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous Employer		Supervisor's Name & Title
Address		Dates Employed (indicate month/year) From: _____ To: _____
Telephone Number	Job Title	Average Hours Worked Per Week
Reason for Leaving		Hourly Rate or Annualized Salary \$ _____
Describe Major Work Duties		

**Professional References:** Please provide the names and telephone numbers of additional supervisors, coworkers, or other individuals that may be contacted to provide a reference.

Name	Relationship	Phone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Availability:** Please list your availability for work, including the day(s) of the week and specific time(s) of the day.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours Available	_____	_____	_____	_____	_____	_____	_____

How many hours per week would you like to work? \_\_\_\_\_ On what date would you be available for work? \_\_\_\_\_

Rate of pay expected \$ \_\_\_\_\_ (per hour or annualized salary)

How did you hear about a position with us? \_\_\_\_\_

Location Preference(s)

Macon

Monroe City

**Applicant's Statement:** Please read statements below carefully before signing this employment application disclosure.

I certify that the answers provided on this application are true, accurate and complete. I understand that any false information, omissions, or misleading information contained in this application or during the interview process, may be grounds for refusal to hire or may result in immediate termination. I acknowledge the confidential nature of the Bank's business and agree to maintain the confidentiality of the business affairs of the Bank and its customers, at all times, before, during and after my employment.

I acknowledge that an offer and acceptance of employment is of an "**at will**" nature, which means that I may resign at any time and the employer may discharge me at any time with or without cause. I further understand that no supervisor, manager or representative of Macon-Atlanta State Bank has any authority to enter into an agreement for employment for any specific period of time or to make any agreement contrary to these terms of employment, except such person or persons to whom such authority has been specifically granted by the Board of Directors of Macon-Atlanta State Bank.

I voluntarily consent to submit to a drug test at the request and expense of the Bank and understand that Macon-Atlanta State Bank reserves the right to conduct random drug testing. For employment purposes and with my prior written consent, the Bank may investigate my driving record and/or obtain consumer reports on me from time to time during my employment. I understand, if hired, I will be required to provide proof of identity and legal authorization to work in the United States. I understand that, if hired, a criminal background check will be conducted and my employment is contingent upon the results of that check as it pertains to my job duties.

I understand that my application for employment shall remain in Macon-Atlanta State Bank's active files for a period of one year. Active files will be purged of applications and/or resumes on file for more than one year. If I wish to extend my candidacy, I must reapply by submitting another employment application.

I hereby authorize all previous employers, to release to Macon-Atlanta State Bank any and all information regarding my employment. In addition, I authorize Macon-Atlanta State Bank to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions to verify the accuracy of all information. I hereby further release Macon-Atlanta State Bank, and any and all of its employees, of liability relating to, lawfully seeking and using truthful and non-defamatory information in the employment process.

I have carefully read, understand and will comply with all aspects of the employment disclosures stated in this document, and understand that completion of this application is not to be considered an offer of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Affirmative Action: Voluntary Self Identification Form for Applicants

Macon-Atlanta State Bank is a government contractor and an Equal Opportunity Employer. As required by law, we must record certain information to as a part of our Affirmative Action Program.

Applicants for employment are invited to self-identify their race/ethnicity, veteran, gender, and disability status. In extending this invitation you are also advised that: (a) applicants are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

## Section 1: General Information

Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Position Applied for \_\_\_\_\_

## Section 2: In each category, please check all that apply (see reverse page for definitions)

### Race or Ethnic Identity

- Hispanic or Latino
- White (Not Hispanic or Latino)
- Black or African American (Not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- Two or More Races (Not Hispanic or Latino)
- I do not wish to self-identify

### Veteran Status

- Disabled Veteran
- Recently Separated Veteran
- Active Wartime or Campaign Badge Veteran
- Armed Forces Service Medal Veteran
- I am a protected veteran, but I choose not to self-identify the classifications to which I belong
- I am NOT a protected veteran

### Gender

- Female
- Male
- I do not wish to self-identify

### Disability Status

- I have a Disability
- I do NOT have a Disability
- I do not wish to self-identify

## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in alternate format, using a sign language interpreter, or using specialized equipment.

\_\_\_\_\_  
Signature

*[\*\*Editor's note: According to 41 CFR 60-741.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:*

*(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.*

*(2) Federal contractors/subcontractors with 50 or more employees and federal contracts or subcontracts of \$50,000 or more are required to invite applicants to self-identify as a protected veteran prior to making a job offer, in addition to the post-offer self-identification that is already required. The pre-offer invitation to self-identify may be included in the contractors' application materials.*

## **EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES**

### **Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

### **White (Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### **Black or African American (Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

### **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

### **Asian (Not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

### **American Indian or Alaska Native (Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

### **Two or More Races (Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

## **VETERAN STATUS CATEGORIES**

### **Disabled Veteran**

Defined as (1) 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, or (2) a person who was discharged or released from active duty because of a service-connected disability.

### **Recently Separated Veteran**

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service..

### **Active 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 the 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 12985.

## **DISABILITY STATUS**

### **Individual with Disabilities**

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).