

Bay Bank & Trust Co.

**Application for Employment
Equal Opportunity Employer**

Bay Bank is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promoting or other employment practices for reasons of race, color, religion, national origin, citizenship, sex, marital status, age, disability or veteran status.

I understand that this application will be given every consideration, but is not a promise of employment. This application will be considered active for 30 days only.

For consideration answer completely and accurately. Do not reference resume. Please advise us if you need accommodation due to a disability in order to complete the application process.

Personal Information						
Last Name	First	Middle	Social Security No.			
Telephone number where you may be reached Monday-Friday, 9:00 A.M.- 5:00 P.M.			Home Phone No.			
Present Address	Number and Street	City	State	Zip Code	From	To
Previous Addresses for Last Five Years						
Are you at least 18 yrs. old? <input type="checkbox"/> YES <input type="checkbox"/> NO						
If hired, can you provide proof that you are eligible to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO						
Do you have relatives currently employed at Bay Bank? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, name: _____ Relationship: _____						
Have you ever been convicted, pled nolo contendere, had adjudication withheld or placed on probation for criminal offense, specifically involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, state date and disposition.						
Have you ever been employed by Bay Bank? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, state date and position.						
Have you ever applied for employment with Bay Bank? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, state date and position.						
How were you referred to us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Agency <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral <input type="checkbox"/> Internet <input type="checkbox"/> Other						
Job Information						
Position for which you are applying.			Salary Requirements \$			
What type of employment are you seeking? <input type="checkbox"/> Full-time (40 hrs.) <input type="checkbox"/> Part-time (25 hrs.) <input type="checkbox"/> Temporary						
State the hours and days of the week you are available?						
Will you work overtime?			When would you be available to begin work?			

Job Skills

Check the appropriate box below to show experience or training in the skills or equipment named.

Bookkeeping Adding Machine Personal Computer Word Processing Facsimile

Teller Machine Proof Machine Postage Meter Typewriter ___ W.P.M.

Microfilming Equipment Mainframe Computer Equipment (please list name and vendor)

PC Software Microsoft Word Microsoft Excel Other

List any additional skills or aptitudes that would qualify you for a position with Bay Bank.

Education

Circle last year completed:	GRAMMAR 1 2 3 4 5 6 7 8	HIGH 9 10 11 12	COLLEGE 13 14 15 16	GRADUATE 17 18 19 20
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Name of School	Address	Last Year Attended	Graduate Yes - No	Type of Degree or Diploma	Major
High School					
Undergraduate College(s)					
Graduate College(s)					
Other					

If currently enrolled, state your schedule hours.

Are you planning to pursue further studies? YES NO If YES Day School Night School

If so, when, where and what courses?

In what community activities, civic organizations or professional societies do you participate which may relate to the position for which you have applied?

Professional References

Name	Occupation	Telephone Number
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		()
		()

Employment Record

Please complete in detail starting with present or most recent employer. Use Additional sheets if necessary.

Company Name		Address	
Name and Title of Supervisor	Phone Number	Length of Employment From To	
Job Title	[] Full-time [] Part-time [] Other		Base Salary
Responsibilities		Reason for leaving (if you are still employed, why do you desire a change?)	
Company Name		Address	
Name and Title of Supervisor	Phone Number	Length of Employment From To	
Job Title	[] Full-time [] Part-time [] Other		Base Salary
Responsibilities		Reason for leaving	
Company Name		Address	
Name and Title of Supervisor	Phone Number	Length of Employment From To	
Job Title	[] Full-time [] Part-time [] Other		Base Salary
Responsibilities		Reason for leaving	
Company Name		Address	
Name and Title of Supervisor	Phone Number	Length of Employment From To	
Job Title	[] Full-time [] Part-time [] Other		Base Salary
Responsibilities		Reason for leaving	
Account for any breaks in employment history:			
May we contact your present employer? [] YES [] NO			
Have you ever held a position of trust (handling money or confidential material)? [] YES [] NO			

CONDITIONS OF EMPLOYMENT

Please read this section carefully and date the bottom.

- A. I hereby agree to being fingerprinted before or during my employment, and agree to my fingerprint record being processed by the FBI.
- B. I authorize investigation of all statements contained in this application. I understand that misrepresentation or material omission of facts called for is cause for dismissal, whenever such falsification or omission is discovered. I authorize all my previous employers and references to furnish any information concerning my personal character, habits or employment records. I release all such persons from liability or damages incurred as a result of this inquiry and furnishing this information.
- C. I understand and agree that my employment is for no definite period and may be terminated by me or Bay Bank at any time, for any reason, with or without cause or previous notice, regardless of the date of payment of my wages and salary. I also acknowledge that any offer of employment or my acceptance of any employment offer, may be withdrawn for any reason at any time and without prior notice at the option of Bay Bank or me.
- D. I fully understand because of the nature of the business conducted by Bay Bank that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of Bay Bank or to anyone with whom Bay Bank has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter the employ of Bay Bank, I am not to, and will not at anytime, communicate or reveal any business of Bay Bank or any such information or records or files or the matters contained therein to unauthorized personnel within Bay Bank, or to anyone outside Bay Bank. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.
- E. I voluntarily agree to submit to a drug test as part of my application for employment if requested to do so. I understand that refusal to submit to the test or failure to pass the test according to the standards established by Bay Bank will disqualify me from further consideration for employment. I further understand that I may again be required to submit to a drug test during my employment with Bay Bank and if I refuse to take the test or fail to pass it according to the standards set by Bay Bank I may be suspended or terminated immediately.
- F. I understand that employment, if offered, is subject to my satisfying the employment and eligibility requirements of the Immigration Reform and Control Act of 1986.
- G. I understand that my credit record may be checked as part of my application for employment and that failure to qualify according to the minimum standards established by Bay Bank may disqualify me from further consideration for employment. I further understand that after I am employed by Bay Bank my credit record may be periodically checked and failure to meet Bay Bank standards may result in disciplinary action, including termination.
- H. In the event I am employed by Bay Bank, I will comply with all rules and regulations as set forth in Bay Bank's policy manual or other communications distributed to all employees.
- I. I understand that if I am employed, a photograph may be later required for attachment to my personnel file.
- J. I understand that during my employment, I may be asked to transfer to a different location within Bay Bank.
- K. I hereby acknowledge that I have read the above conditions of employment and understand the same.
- L. I understand that it may be a term and condition of employment to be a non-smoker of tobacco products and remain a non-smoker of tobacco products for the duration of my employment with Bay Bank & Trust Co.

Applicant's Signature

Date