

TransPecos Banks EMPLOYMENT APPLICATION

TransPecos Banks ("Company") is an equal opportunity employer and does not discriminate against qualified applicants or employees on account of race, color, religion, sex, age, national origin, or disability.

P E R S O N A L I N F O R M A T I O N	Last Name	First	Middle	Date	
	Have you ever used another name for work, school or other purposes? If so, identify name(s) and dates used and circumstances.			Home Telephone ()	
	Current Address			Work Telephone ()	
	City, State, Zip			Salary Requested \$	
	Social Security Number:		Position(s) Applied for: (1)		(2)
	If your application is considered favorably, when can you begin work? _____ Are you seeking Full-Time or Part-Time employment? _____ Days Available? Monday__ Tuesday__ Wednesday__ Thursday__ Friday__ Saturday__ Sunday__ Times Available? _____				

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree/ Diploma Date
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMPLOYMENT

Provide complete information on all employment during the past 10 years or 4 employers, whichever is greater. Begin with your current or most recent employment. Include full-time, part-time and temporary employment. Please explain all gaps in your employment history. *Use additional sheets if necessary.*

1	Current or most recent Employer	Telephone ()
	Address	Dates of employment From To
	Name of Supervisor	Monthly Pay Start End
	Job Title and Describe Your Work	
	Reason for Leaving (check one): <input type="checkbox"/> Resigned with notice <input type="checkbox"/> Terminated <input type="checkbox"/> Other (specify) <input type="checkbox"/> Quit without notice <input type="checkbox"/> Laid Off	

LANGUAGES

Please state all languages (including English) that you speak, read and write proficiently:

<u>Language</u>	<u>Speak</u>	<u>Read</u>	<u>Write</u>	<u>Comments:</u>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PERSONAL/EMPLOYMENT REFERENCES

Name	Phone Number	Best Time to Call	Relationship to You
1.			
2.			
3.			
4.			
5.			

CRIMINAL HISTORY

You must include information on **ALL** convictions, pleas, and alternative disposition programs that have occurred during your lifetime. Please disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how the criminal offense was classified. State the approximate date and your understanding of the criminal classification.

Have you **at any time (check all that apply)** (___) pled guilty or (___) nolo contendere (no contest) or (___) been convicted of any criminal offense (misdemeanor or felony) other than parking tickets?

Have you ever been subject to judicial or non-judicial punishment under the Uniform Code of Military Justice? ___ Yes ___ No

If yes, provide complete information on all criminal offense(s), date(s), location(s) (city and state) and disposition: *(use additional sheets if necessary)*

Have you **at any time** served any of the following alternative disposition program for any criminal offense? (Check appropriate box) If the alternative disposition program in which you participated is not specifically listed below, you **MUST** disclose it by checking the last option and describing the program. Failure to disclose any type of alternative disposition program will be considered falsification and result in your ineligibility for employment.

<input type="checkbox"/> pretrial diversion	<input type="checkbox"/> deferred adjudication	<input type="checkbox"/> deferral of prosecutions
<input type="checkbox"/> suspended sentence	<input type="checkbox"/> community supervision	<input type="checkbox"/> postponed judgment
<input type="checkbox"/> shock incarceration	<input type="checkbox"/> community-based punishment	<input type="checkbox"/> restorative justice program
<input type="checkbox"/> probation	<input type="checkbox"/> unconditional discharge	<input type="checkbox"/> indeterminate commitment
<input type="checkbox"/> community control program	<input type="checkbox"/> pretrial intervention	<input type="checkbox"/> supervised release
<input type="checkbox"/> pretrial release	<input type="checkbox"/> probation without adjudication of guilt	<input type="checkbox"/> probation prior to judgment
<input type="checkbox"/> any other type of disposition program; describe type _____	<input type="checkbox"/> conditional discharge	

If yes, provide complete information on the criminal offense, nature of alternative disposition program and dates of commencement and completion: *(use additional sheets if necessary)*

(Conviction of a crime is not an automatic bar to consideration for hire, except where federal or state law prohibits employment)

MOTOR VEHICLE RECORD

Please complete this section only if you are applying for a position which includes driving a vehicle for business purposes.

Driver's License No. _____ Issuing State: _____ Expiration Date _____

Has your driver's license ever been denied, limited, suspended or revoked? Yes No

If yes, provide complete information on action(s), date(s), location(s) and current status: _____

List all violations (other than parking tickets) for which you have been convicted, pled guilty or no contest, or forfeited bond in the past 5 years: _____

Do you have automobile liability insurance? Yes No If yes, expiration date: _____

ADDITIONAL INFORMATION

Provide any additional information you believe will assist the Company in considering your application, including licenses, membership in professional, civil or charitable organizations, specialized training, apprenticeships or other qualifications.

APPLICATION PROCESS

Applications for employment will be actively considered for the positions listed for 90 days after submission to the Company. Applicants seeking other positions or consideration after this time period has expired must submit another application. The Company may not interview all applicants for a vacancy. Those applicants to be interviewed will be contacted by the Company.

APPLICANT VERIFICATION

I certify that all of the information provided on this employment application and all exhibits and resumés submitted to the Company is true, correct and complete. I understand that false, misleading, incomplete or omitted information on this application, exhibits or resumés will result in rejection of my application or termination, if hired, regardless of the date of discovery.

I authorize all persons and organizations, including but not limited to my former and present employers and personal references, to provide the Company and its agents with complete information concerning my character, employment record and suitability for employment with the Company. I understand that this authorization does not include a consumer report under the federal Fair Credit Reporting Act. If the Company desires to conduct a consumer report or background check about me under the federal Fair Credit Reporting Act, I will receive a separate notice and authorization for that report.

I understand that this application is not an offer of employment or any employment contract with the Company. I further understand that employment with the Company is "at will" and based on mutual consent. Either the Company or I can terminate any employment relationship at any time, with or without prior notice or cause. I understand that no employee of the Company is authorized to enter into any contract or create any employment relationship other than "at will."

I understand that if I am hired by the Company, I will be required to complete a Federal I-9 form and provide documentation verifying my right to live and work in the United States.

Any conditional employment offer by the Company is subject to successful completion of all employment prerequisites, including but not limited to verifying employment and professional/personal references and verifying criminal record through a consumer reporting agency.

If employed, I will comply with the Company's policies, rules and procedures.

Date

Applicant Signature

APPENDIX A

**NOTICE AND AUTHORIZATION
REGARDING BACKGROUND REPORT**

The purpose of this Notice and Authorization is to inform you that TransPecos Banks conducts a form of consumer report under the Fair Credit Reporting Act. The report includes a criminal record, credit history and background checks. The report is obtained on all applicants who are extended conditional job offers. The checks are performed in compliance with the federal Fair Credit Reporting Act.

TransPecos Banks requires, as a condition of employment, that all applicants extended a conditional job offer consent to the consumer report and provide certain information needed to conduct the criminal record, credit history and background checks. TransPecos Banks may also conduct consumer reports on employees for employment purposes (i.e., evaluating an employee's suitability for retention, promotion or reassignment) at certain times during employment. Failure to consent to the consumer report will result in ineligibility for employment or termination of employment.

I acknowledge receipt of this Notice and authorize TransPecos Banks and its agents to conduct consumer reports on me. I understand that the Fair Credit Reporting Act consumer report will be used to determine my suitability for employment with TransPecos Banks. I authorize any person, organization, governmental authority or other party to release information and cooperate with consumer reports conducted on me. If I am hired, this Notice shall remain valid and authorize TransPecos Banks and its agents to conduct consumer report on me for employment purposes at any time during my employment.

I release TransPecos Banks and its agents from any and all claims, damages and liabilities from obtaining and utilizing information about me pursuant to this Notice. This Notice does not affect my rights under the Fair Credit Reporting Act.

Printed name of applicant _____ Date: _____

Signature of applicant _____

TRANSPECOS BANKS PRE-EMPLOYMENT INQUIRY AUTHORIZATION RELEASE

In connection with my application for employment, I understand and agree that background inquiries may be requested by you or on your behalf that will seek information as to my character, work habits, including oral assessments of my job performance, experiences and abilities, along with reasons for termination of past employment. Furthermore, I understand and agree that you may request information from various federal, state, and other agencies, including public and private source which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background and other past experiences.

I acknowledge that a telephonic facsimile or copy of this release shall be as valid as the original. This release is valid for all federal, state, country and local agencies and authorities.

The following is my complete legal name, and all information is true and correct to the best of my knowledge.

Last Name _____ First _____ Middle _____

Applicant's Signature _____

Driver's License Number & State _____ / _____

Social Security Number _____

Response to the questions in this section are optional and voluntary, for ID only
Date of Birth: _____ Race: _____ Sex: <u>Male</u> <u>Female</u>

Former Names and time frames (if applicable)

Current Address _____ City/State _____

Zip & Country _____ Dates (Month and Year) _____

Previous Addresses:
