



INSTRUCTIONS FOR COMPLETING OUR APPLICATION PACKET

- Please read the Consumer Notification.
- Please complete the Application in full, even if you are attaching a resume.
- Please review the Personal Appearance Dress Code Policy

Thank you for applying to First National Bank of Pasco



CONSUMER NOTIFICATION

This is to inform you that a consumer report is being obtained from a Consumer Reporting Agency for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee.

This report may contain information bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living from public record sources or through personal interviews with your neighbors, friends or associates. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

EMPLOYMENT APPLICATION

(PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS)

Our company ("Company") fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable federal, state and/or local laws, it is our policy to provide reasonable accommodation upon request during the application process to applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal, state and/or local employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, The Company maintains a smoke-free workplace.

Applicants for positions in Rhode Island please note that the company is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island and is therefore covered by the state's workers compensation law unless this box is checked

If the box is checked the following exemption applies: _____

COMPANY NAME: _____

POSITION APPLIED FOR: _____ DATE: _____

PERSONAL DATA

Salary expectations: _____

Name: _____
Last Middle First

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

If you are under 18 years of age, please specify your age: _____ (This information will be used only for child labor law purposes).

Are there any days, shifts or hours you will not work?* Yes No

If yes, please explain: _____

Are you available for out of town work?* Yes No

Will you work overtime, if required?* Yes No

***Note:** It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.

How did you learn of our Company? _____

Have you ever applied or worked at our Company before? Yes No

If yes, provide dates: _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g.,H-1B visa status)?
 Yes No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

DRIVING RECORD

(Answer only if driving is a requirement of the job for which you are applying).

Do you have a valid driver's license? Yes No State: _____ License No: _____

Have you had any tickets? Yes No

If yes, please explain:

EDUCATION

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

Name, City and State of Educational Institution	Graduated		If no, Degree Credits Earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
	Yes	No					
High School							
College or University							
Technical/GED							
Licenses/ Certification/Other							

EMPLOYMENT HISTORY:

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis. All applicants should start with their most recent job, include military assignments and voluntary employment and provide ten (10) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history.

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Company Name: _____ Telephone: _____

Address: _____

Name of Supervisor: _____ May we contact: Yes No

Dates Employed: From: _____ To: _____ Rate of Pay: Start: _____ Last: _____

State job titles and describe job duties: _____

Reason for leaving: _____

Have you ever been discharged or asked to resign from employment? Yes No

If yes, explain: _____

Did you receive any discipline in your last 12 months of active employment with your previous employer?

Yes No If yes, please explain: _____

Were you given a performance evaluation within the last 12 months of active employment? Yes No

If yes, what was the range of scores used and what was your score? _____

Have you signed any non-competition or non-solicitation agreement or any other kind of agreement with any other employer that might restrict you from working for the Company (you will be required to furnish a copy of the agreement if you are being considered for hire)?

Yes No

If yes, please explain: _____

PROFESSIONAL REFERENCES (Please list three individuals unrelated to you with whom you have worked who know your qualifications for this position.)

NAME	ADDRESS	PHONE	RELATIONSHIP

MILITARY (Complete only if you served in the military.)

Branch of Service: _____ Number of Years /Months of Service: _____

Rank at Discharge; _____ Date of Discharge: _____

Describe any military skills, training or experience you believe are relevant to the job you applied for: _____

LIE DETECTOR TESTS

Massachusetts Applicants Note: It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Maryland Applicants Note: An employer may not require or demand, as a condition or prospective employment or continued employment, an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. I have read and acknowledge this notice:

Applicant's Signature: _____

APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein and during the entire application process (including but not limited to any criminal record inquiries made following this application, resumes, attachments to this application, interviews or otherwise (if applicable)) are true and complete to the best of my knowledge.

I understand that any misrepresentations, omissions of facts or incomplete answers during the application process may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts during the application process may be cause for my dismissal at any time without prior notice.

I consent to and authorize the Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment.

I further authorize the listed employers, schools and personal references to give the Company (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR THE COMPANY WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE COMPANY. I ALSO UNDERSTAND THAT MY AT-WILL EMPLOYMENT STATUS WITH THE COMPANY MAY ONLY BE ALTERED IN AN INDIVIDUAL CASE OR GENERALLY IN A WRITING SIGNED BY THE OWNER, PRESIDENT OR CEO OF THE COMPANY.

I understand I may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, I understand that my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document. I agree to sign any additional forms necessary for pre-employment checks and/or tests to be conducted.

CALIFORNIA APPLICANTS ONLY: I understand the Company may obtain, without using the services of a third party investigative consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. By checking the following box, I waive my right to receive copies of public records obtained by the Company.

Signature: _____ Date: _____

VOLUNTARY APPLICANT SURVEY

We are an equal opportunity and affirmative action employer committed to compliance with applicable government regulations and affirmative action responsibilities. To help us comply with recordkeeping, reporting and affirmative action requirements, we ask that you assist us by completing this Voluntary Applicant Survey. This data is for periodic government reporting and will be maintained confidentially.

Date _____

Position(s) Applied For: _____

Referral Source: Advertisement Employee Friend Walk-In
 Employment Agency Unemployment Other _____

Name _____

Last

First

Middle

This data is for affirmative action analysis and submission is voluntary.

Check One: Male Female

Check Applicable Box: White Black/African American

Hispanic or Latino Asian

Native Hawaiian or
Other Pacific Islander Two or more races

American Indian or
Alaskan Native

Check If Applicable: ¹ Recently Separated Veteran

Active Duty Wartime or Campaign Badge Veteran

Armed Forces Service Medal Veteran

¹ The following definitions apply to the above veteran categories:

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 Duty Wartime or Campaign Badge Veteran – A veteran who served on active duty in the U.S. military, ground, naval or air service during a period of 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 12985 (61 FR 1209).

General Appearance:

Maintain immaculate personal cleanliness and professional hair styles and hair color. Women must not let their hair fall across their face and/or eyes. Men's hair should not extend further than slightly below their collar top. Any mustaches or beards must be neatly trimmed. Jewelry, fragrances and make-up should be worn in moderation. Fingernails should be clean, well-cared for and of a length that does not interfere with the employee performing his/her duties. Nail polish colors and professionally managed nails must be of a business-like appearance and image. We have set forth the following with regard to dress:

Women - Appropriate Attire:

- Business suits with a dress, skirt or slacks
- Capri and crop pants of dress quality
- Skirts and slacks with a blouse or sweater
- Skirts and slacks with a blouse or sweater and a jacket
- Skirts are to be no more than two inches above the knee
- Career style dresses
- Professional shoes or dress boots for business. All shoes must be in good repair.
- Appropriate undergarments are to be worn to achieve a business appearance.
- Clothing is to be clean, neatly pressed or ironed.
- All bank shirts may be worn with a suit, dress skirt, slacks or trousers any day of the week.

All slacks or trousers worn with bank shirts in the business setting will be of dress quality.

Men - Appropriate Attire:

- Business suits with long sleeve shirt
- Coordinated jackets and slacks with long sleeve shirt
- Leather or leather-like shoes or dress boots for business wear. All shoes must be in good repair.
- Dress socks
- Long-sleeve or Short-sleeve dress shirts
- Slacks or pants may not be above the ankle.
- Appropriate undergarments are to be worn to achieve a business appearance.
- Clothing is to be clean, neatly pressed or ironed.
- All bank shirts may be worn with a suit, slacks or trousers any day of the week. All slacks or trousers worn with bank shirts in the business setting will be of dress quality.

Inappropriate Attire as applies to a Woman or Man:

- Sleeveless dresses, blouses, sweaters or tops.
- Halter dresses or tops
- Strapless tops (AKA tube-tops)
- Mini-skirts, split skirts or skorts, peddle-pushers, or shorts
- Pant or skirt hems touching the floor
- Low necklines

- Jeans or jean style cut pants. (Except on Bank approved jean days)
- Tight fitting clothing
- Casual, beach or at-home style attire
- Fabrics suitable only for very casual or evening wear
- Cotton-denim, such as jeans, jean like material, cotton duck, canvas and stretch chino material
- Terry-cloth or transparent materials
- Very casual footwear, canvas shoes, thongs, sandals, sneakers, flip flops or any other unstable shoe
- Sport/ankle socks

A manager or supervisor will respond to unprofessional appearance as warranted. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

5-18a. Tattoo and Jewelry Policy

First National Bank of Pasco expects all employees to exercise appropriate judgment with regard to personal appearance, dress and grooming to be most effective in the performance of their workplace duties. In keeping with this approach, FNBP allows reasonable self-expression through personal appearance, unless a) it conflicts with an employee's ability to perform his or her position effectively or with his or her specific work environment, or b) it is regarded as offensive or harassing toward co-workers or others with whom the Bank conducts business and has contact with employees.

Procedures

Visible tattoos and some types of jewelry/piercings (such as gauges) are generally not considered acceptable in a banking environment; however, exceptions may be made on a case by case basis at the sole discretion of Executive management, whose determination will be deemed final. Factors that Executive Management will consider to determine whether jewelry or tattoos may pose a conflict with the employee's job or work environment include:

1. Offensiveness to co-workers, customers, vendors or others in the workplace based on racial, sexual, religious, ethnic, or other characteristics or attributes of a sensitive or legally protected nature.
2. Corporate or societal norms.
3. Customer complaints.

If Executive Management determines an employee's jewelry or tattoos may present such a conflict, the employee will be encouraged to identify appropriate options, such as removal of excess or offensive jewelry, covering of tattoos, transfer to an alternative position, or other reasonable means to resolve the conflict.