

Valliance Bank

Application for Employment

Valliance Bank is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Please Print or Type

ALL INFORMATION WILL BE KEPT STRICTLY CONFIDENTIAL

Read and answer all questions completely. Feel free to attach your resume; however, all sections MUST be completed

Personal Data

Name (Last, First, Middle)		Social Security Number:
Address (Number & Street)	City, State, Zip Code:	Phone Numbers: Home: () Alternate: ()
Position(s) applied for (please be specific):	Monthly Salary Desired:	Do You Prefer: Full-Time Part-Time Temporary
How were you referred to us?	Name of agency, newspaper, employee, etc.	
Are you free to travel? yes no	Are you free to relocate? yes no	If yes, geographical preference(s):
Do you have the legal right to be employed in the United States? yes no		

If offered a position, the Immigration Reform & Control Act of 1986 requires you to furnish proof of your employment authorization and your identity before you can begin work.

Education

Name(s) used on school records (if different from above):

Schools	Name & Address of School	Dates Attended		Degree or Highest Grade Completed	Major
		From Month/Year	To Month/Year		
High School					
College(s)					
Graduate School					
Technical, Business or Other					

Now attending: (circle one) Undergraduate School Graduate School % Completed

Special Qualifications

List any job-related organizations of which you are a member:

List software (name) you use regularly and your knowledge level (beginner, intermediate, advanced)?

MS Word _____	MS Excel _____
MS Windows _____	MS Outlook _____
Publishing _____	Graphics _____
ACT _____	Other _____

What daily tasks do you use a computer for? _____

Professional or Personal Development courses: _____

Special Qualifications: (any additional strengths or skills that you feel would be an asset)

Employment History

Start with your current employer. Do not omit any employment period.

Attach an additional sheet if necessary.

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			
If still employed, may we contact your present employer? Yes No			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

Dates of Employment (Month, Year):		Position	Monthly Salary:
From:	To:		
Firm Name:		Type of Business:	
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name under which you were employed (if different):		Name & Title of immediate supervisor:	
Responsibilities:			
Reason for leaving:			

References

Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:
Name:		Title:	
Company:			
Address (Number & Street):		City, State, Zip Code:	Phone Number:

Additional Personal Data

Are you able to perform the essential function of the job for which you have applied with or without or without reasonable accomodation?
If no, please explain.

Have you been convicted of a felony within the past five years?
(An affirmative response will not automatically disqualify you from being a candidate for employment.)
If yes, please explain.

If you are under 18, do you have a work permit?

Educational Release Authorization

NOTE: This Release Authorization must include all institutions which you have attended after high school.

I hereby authorize the following institutions to release to Valliance Bank verification of my attendance at:

School:	City,	State	Graduation Date (If applicable)
Degree/Major:	I attended under the name of:		
School:	City,	State	Graduation Date (If applicable)
Degree/Major:	I attended under the name of:		
Signature:	Date:		
Social Security Number:			

Acknowledgement Agreement

By signing or typing my name below, I hereby certify that all questions answered on the application as well as in any additional employment documents are true and correct. I authorize the Company to contact my former employer, references furnished, and all other sources they see fit. I am aware that the employer may now and from time to time seek information regarding an employees character, general reputation, personal characteristics and mode of living. I know that this information could include background investigations, credit reports and could involve personal interviews with my neighbors, friends, or other people with whom I am acquainted or who have knowledge about me.

I hereby release all parties concerned from any liability for damages on account of furnishing such information. I also understand that the completion of this form does not assure me a position with this Company and does not obligate them in any way. I also understand that any misleading or incorrect statements may render this application void, and if employed, would be cause for immediate employment discharge. I further agree in the event of any violations of said Company policies, that you may terminate my employment from the Company, without any further liability.

I understand that if I am employed with the Company, such employment is for an unspecified term and may be terminated at-will by either party, with or without cause or notice. This aspect of employment cannot be changed absent an individual written employment contract signed by the employee and an Executive Vice President and/or President of the Company. I acknowledge the fact that this application for employment will be active for 30 days; after this time period, I must reapply for further consideration. I also understand that I must complete an application for each position I am applying for.

Date

Signature

Social Security Number

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For Human Resources Department Use Only

Office Location	Salary	Hire Date
Department	Position	Grade/Pay Points and Job Code
Supervisor	HR Representative	Work Telephone Number

Voluntary Self-Identification of Disability form



As a part of our Affirmative Action plan, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a position, any answer you give will be kept private and will not be used against you in any way.

If you are currently an employee of Valliance Bank, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Autism
- Cancer
- Diabetes
- Impairments requiring the use of a wheelchair
- Missing Limbs or Partially missing limbs
- Obsessive Compulsive Disorder
- Bipolar Disorder
- Cerebral palsy
- Epilepsy
- Intellectual disability (previously called Mental Retardation)
- Multiple Sclerosis (MS)
- Post-traumatic Stress Disorder (PTSD)
- Blindness
- Deafness
- HIV/AIDS
- Major depression
- Muscular Dystrophy
- Schizophrenia

Please check one of the boxes below:

Yes, I have a disability *(or previously had a disability)*

No, I do not have a disability

I do not wish to answer

Signature: _____ **Date** _____

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 position or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about five minutes to complete.

Affirmative Action: Voluntary Self Identification Form



Valliance Bank is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (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. We are a company that values diversity. We actively encourage women and minorities to apply. 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 One: General Applicant Information

Name:

Date

Position applied for:

How did you hear of our opening?

Section Two: Please check all that apply (*See reverse for definitions*)

Race or Ethnic Identity:

Veteran Status:

Hispanic or Latino

Vietnam Era Veteran

White

Disabled Veteran

Black or African American

Special Disabled Veteran

Native Hawaiian or Pacific Islander

Other Protected Veteran

Asian

Recently Separated Veteran

American Indian or Alaskan Native

Armed Forces Service Medal Veteran

Two or More Races

Gender:

I do not wish to Self-Identify

Signature: _____

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	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Black or African American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Pacific Islander	A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Asian	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 Alaskan Native	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	All persons who identify with more than one of the above five races.

Veteran Status:

Veteran of the Vietnam – Era	Defined as (a) an active duty wartime or campaign badge 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. (b) an Armed Forces service medal veteran 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).
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.
Special Disabled Veteran	Defined as a veteran 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 Department of Veterans Affairs for a disability: <ol style="list-style-type: none">1. Rated at 30 percent or more; or2. Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or3. A person who was discharged or released from active duty because of a service-connected disability.
Veteran of the Vietnam Era	Defined as 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.
Active Duty or Wartime Campaign Badge Veteran	Defined as a 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.