



**Return completed application to:  
 Human Resources Department  
 1595 Hwy 34 East  
 Newnan, GA 30265**

**AN EQUAL OPPORTUNITY EMPLOYER**

WE CONSIDER APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY. EQUAL ACCESS TO PROGRAMS, SERVICE AND EMPLOYMENT IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMMODATION TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY HUMAN RESOURCES.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Applications will be considered for vacancies which arise during the 60 day period following submission. Applicants should complete an updated application if not contacted and/or hired during this 60 day evaluation period.

Please complete this form carefully in your own handwriting. Replies to all questions will be held in strictest confidence. If your answers or statements require additional space, attach supplemental sheets.

**IN ORDER TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE COMPLETED IN FULL. PLEASE INDICATE THE SPECIFIC JOB TITLE FOR WHICH YOU ARE INTERESTED IN BEING CONSIDERED. INDIVIDUALS WHO EXPRESS AN INTEREST IN "ANY" POSITION, OR A GENERIC TITLE WILL NOT BE CONSIDERED FOR EMPLOYMENT.**

Position sought: \_\_\_\_\_ Date: \_\_\_\_\_

Last Name		First	Middle	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss			
Title Preferred (Optional)							
Name Most Often Called (Nickname)				Phone		Social Security Number	
NOTE: New employees will be required to substantiate residency status in compliance with the Immigration Reform and Control Act of 1986.							
Present Address: Street		City	State	Zip	From	To	
Prior Address: Street		City	State	Zip			
Prior Address: Street		City	State	Zip			
Position Desired?		How soon could you report to work?				Salary expected:	
<input type="checkbox"/> Full-Time		Could you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No				\$ _____	
<input type="checkbox"/> Part-Time						per _____	
<input type="checkbox"/> Temporary							
Have you ever worked for the Bank or any Bank now part of the Bank?						<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, where and when:							

Are you related to any employee of the Bank?  Yes  No

If yes, give that employee's name, your relationship and their department:

During the past 7 years, have you ever been convicted of, or plead guilty or nolo contendere to any crime?  Yes  No

If so, state date, court, and place where offense occurred:

Any criminal offense will not necessarily disqualify you from employment, but each offense will be evaluated based upon its nature, when the activity occurred and the type of position sought with the Bank.

**SHOW PRESENT AND PAST EMPLOYMENT, INCLUDING PART-TIME EMPLOYMENT:**

Dates Month/ Year	Employment	Salary Start/Final	Type of Business	Position/ Supervisor	Reason for Leaving
				Telephone Number	
From	Co. Name	\$ _____			
To	Address	Per _____			
		To \$ _____			
		Per _____			
From	Co. Name	\$ _____			
To	Address	Per _____			
		To \$ _____			
		Per _____			
From	Co. Name	\$ _____			
To	Address	Per _____			
		To \$ _____			
		Per _____			
From	Co. Name	\$ _____			
To	Address	Per _____			
		To \$ _____			
		Per _____			

**EXPLAIN ALL UNEMPLOYMENT INTERVALS EXCEEDING FOUR WEEKS**

From	State your activities during this period	Can someone verify your activities during this period? Please list name and current telephone number.
To		
		<input type="checkbox"/> Yes <input type="checkbox"/> No    Name: Telephone Number:

Have you ever been discharged or requested to resign from a position?  Yes  No  
 If "yes," explain:

Does your present employer know of your plans to change employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Why do you desire to make a change?
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**GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS**

NAME	ADDRESS	TELEPHONE NUMBER	OCCUPATION	YEARS KNOWN

Have you ever served in the U.S. Armed Services? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, what branch or branches?	Rank at time of discharge:
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**LIST ALL SCHOOLING**

NAME AND LOCATION	Circle last year completed	Graduated	Diploma or Degree	Major & Minor Studies	Grade Averages
HIGH SCHOOL	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No			
COLLEGE	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
GRADUATE	1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No			
OTHER (Extension, night, business)		<input type="checkbox"/> Yes <input type="checkbox"/> No			

Do you plan to continue your education? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, do you now have any outstanding applications for admission to any school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?
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WHAT FOREIGN LANGUAGES DO YOU SPEAK, READ OR WRITE?

Check the appropriate space below to show experience or training in the skills or equipment named. Name and briefly describe courses taken in school, present or past positions, or other experience that will especially qualify you for this position.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bookkeeping<br><input type="checkbox"/> Accounting<br><input type="checkbox"/> Adding Machine<br><input type="checkbox"/> Other: _____ | <input type="checkbox"/> Typing (Speed) _____ wpm<br><input type="checkbox"/> Shorthand (Speed) _____ wpm<br><input type="checkbox"/> Tabulating Equipment | <input type="checkbox"/> Computer Systems/Software - List: _____<br>_____<br><input type="checkbox"/> Dictating Equipment |
|---|--|---|

Please summarize special skills, qualifications or experience, which make you suitable for the position you seek.

**APPLICANT'S STATEMENT**

- (A) In consideration for the Bank's review of this application, I authorize investigation of all statements contained in this application. My cooperation includes authorizing the Bank to conduct a pre-employment drug screen and, when requested by the Bank, a criminal or credit history investigation. Additionally, I authorize the Bank, in consideration for the Bank's review of this application, to supply my employment record, in whole or in part, and in confidence, to any government agency, or other party, with a legal or proper interest.
- (B) As a candidate for employment, I realize that the Bank requires information concerning my past work performance, background, and qualifications. Much of this information may only be supplied by my prior employers. In consideration for the Bank evaluating my application, I request that the previous employers referenced above provide information to the Bank's human resource representatives concerning my work performance, my employment relationship, my qualifications, and my conduct while an employee of their organizations. Recognizing that this information is necessary for the Bank to consider me for employment, I release these prior employers and waive any claims which I may have against those employers for providing this information.
- (C) I understand and agree that my employment, if hired, is for no definite period and may be terminated at my option or the option of the Bank at any time without any previous notice.
- (D) In the event of my employment, I will comply with all rules and regulations as set forth in the Bank's policy manual or other communications distributed to employees.
- (E) I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that misrepresentation or omission of facts is cause for disqualification from further consideration for hire or for dismissal.
- (F) I hereby acknowledge that I have read the above statement and understand the same.

Application Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

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