



Randolph National Bank

THE WHITE RIVER VALLEY'S HOMETOWN BANK.

**Serving
Our Community
Since 1875**

www.rnbvt.com

Randolph ~ Justin Morgan Marketplace ~ Bethel ~ Royalton
Williamstown ~ South Royalton ~ Rochester ~ Quechee

Randolph National Bank is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy, all qualified applicants for employment will be considered without regard to race, color, creed, religion, sex, national origin, age, marital status, or the presence of a protected disability.

It is the policy of Randolph National Bank to recruit and select applicants for employment without discrimination because of physical or mental handicap or because the applicant is a disabled veteran or a veteran of the Vietnam era in regard for any position for which the individual is qualified.

PERSONAL DATA

Last Name: _____ First: _____ Initial: _____ Social Security No: _____
 Permanent Address: _____ Telephone No: _____
 City: _____ State: _____ Zip: _____
 Current Address (if different): _____ Telephone No: _____
 Are you a U.S. citizen, or do you have a legal right to work in the United States? yes no
 (Proof of citizenship or legal right to work in the U.S. shall be required if an offer of employment is accepted.)
 Are you over the age of 18? yes no If not, state your age: _____

JOB INTEREST

Position Desired: _____ Desired Salary: _____
 Date available to start work: _____ Regular Temporary Full-Time Part-time Summer Weekend
 What days can you work? _____ What hours can you work? _____

EDUCATION

Name and Complete Address	Circle highest Year completed	Graduation Date	Degree	Scholastic Average
High School:	1 2 3 4			
College/University:	1 2 3 4			
Nursing School:	1 2 3 4			
Graduate School:	1 2 3 4			
Technical/Vocational School:	1 2 3 4			

Are your educational or work records listed under a different name? no yes, other name: _____

CLERICAL SKILLS

Keyboarding/Typing yes no Speed w.p.m.: _____ Personal Computer yes no
 Office machines used: _____

EMPLOYMENT/MILITARY HISTORY

Present Employer: _____ From mo./yr: _____ To mo./yr: _____
 Address: _____ City: _____ State: _____ Zip: _____

Type of Organization: _____ Telephone No: _____

Your Title: _____ Starting Salary: _____ Current Salary: _____

Name and Title of Immediate Supervisor: _____

Description of your work: _____

Reason for Leaving: _____

Previous Employment:

Employer		Dates Employed		Salary	List last position held, supervisor & reason for leaving	
NAME	PHONE	FROM	STARTING	POSITION	SUPERVISOR	
ADDRESS		TO	LEAVING	REASON FOR LEAVING		
NAME	PHONE	FROM	STARTING	POSITION	SUPERVISOR	
ADDRESS		TO	LEAVING	REASON FOR LEAVING		
NAME	PHONE	FROM	STARTING	POSITION	SUPERVISOR	
ADDRESS		TO	LEAVING	REASON FOR LEAVING		

May we contact your present employer? yes no
May we contact your former employers? yes no
Have you ever been discharged by a previous employer or resigned after being told your performance was unsatisfactory?
 yes no

Were you previously employed by RNB? yes no
If yes, when: _____
Are you related to anyone in the bank? yes no
What prompted you to apply at RNB? Newspaper
 Agency Employee Referral Other: _____

REFERENCES

Professional and personal (not relatives or previous employers). List name, address, business, telephone number, and year known.

1) _____

2) _____

3) _____

ADDITIONAL INFORMATION

Have you ever been convicted of or pled guilty to a criminal charge, including embezzlement? yes no
If yes, state where, when, and provide details: _____

(NOTE: A conviction record will not necessarily be a bar to employment, and such factors as age and time of the offense, nature of the violation as related to qualifications of the job applied for, and rehabilitation will be taken into account.)

PLEASE COMPLETE BACK COVER →

1. What special skills (typing, CRT, computers, etc.) do you have that might be of value to the bank?

2. What other relevant information would be helpful for the bank to know about you? (For example: community involvement, leadership positions, school activities, etc.)

3. What plans do you have for future education?

4. What do you see yourself doing in five years?

5. What is your reason for seeking this position? What was wrong with your last job/present job?

6. What characteristics should your supervisor possess?

7. What would you like to know about Randolph National Bank?



Instructions to Employment Applicant(s): Your application must be accompanied by this form. Please read carefully and sign as indicated.

EMPLOYMENT APPLICATION ACKNOWLEDGEMENT AND AGREEMENT

The undersigned specifically acknowledge(s) and agree(s) that:

- 1) All statements made in the application are made for the purpose of obtaining employment with Randolph National Bank;
- 2) Verification or re-verification of any information contained in the application may be made at any time by the Bank, its agents, successors and assigns, either directly, or through a credit reporting agency, from any source named in the application, and the original copy of this application will be retained by the Bank, even if employment is not secured.

CERTIFICATION

I certify that the information provided in the application is true and correct as of the date set forth opposite my signature on the application and acknowledge my understanding that any intentional or negligent misrepresentation(s) of the information contained in the application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq., and liability for monetary damages to the Bank, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I have made on the application.

THIS FORM MAY BE REPRODUCED AND THE REPRODUCED COPY SHALL BE AS EFFECTIVE AS THE ORIGINAL AGREEMENT WHICH I HAVE SIGNED.

Signature Employment Applicant

Date

Printed Name

Pursuant to 9 V.S.A. ss 2480c and g (the Fair Credit Reporting, Consumer Consent Provision), I hereby give my consent to Randolph National Bank and/or its assigned Credit Bureau to obtain any and all information regarding our employment, checking or savings accounts, credit obligations and all other credit matters which they may require in connection with my employment application.



P.O. Box 368, 21 Main Street, Randolph, Vermont 05060 • Telephone (802) 728-9611

AUTHORIZATION FORM

CONSENT TO PERFORM EMPLOYEE CREDIT REPORTS, BACKGROUND CHECKS, AND FINGERPRINTING

I authorize Randolph National Bank to obtain a credit report on me through the credit reporting agency of its choice. If employed, I further authorize Randolph National Bank to check my credit on a continuing basis as it relates to my employment.

I further authorize Randolph National Bank to obtain/perform background checks to include comprehensive motor vehicle, eviction, and criminal records for all fifty (50) states.

I understand that as a contingency of my employment by Randolph National Bank, I will be required to be fingerprinted by the Orange County Sheriff's Department and that my fingerprints will be submitted by the OCSD for comparison against law enforcement databases and that this process may take up to eight (8) weeks for results to be returned to Randolph National Bank. An appointment for me to appear at OCSD for fingerprinting will be made by the Personnel Officer of Randolph National Bank.

I further understand that employment at Randolph National Bank is contingent upon my credit report, background check, and fingerprint analysis results being satisfactory.

Signature

Date

Printed Name



THIS INFORMATION IS VOLUNTARY AND TO BE USED FOR STATISTICAL PURPOSES ONLY. IT WILL NOT AFFECT YOUR APPLICATION FOR EMPLOYMENT OR BECOME PART OF YOUR PERMANENT EMPLOYMENT RECORD. RANDOLPH NATIONAL BANK IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

Date of Application:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Name (Last, First, Middle Initial)			
Address			
City	State and Zip Code	Social Security Number	
How did you find out about this job?			
Position(s) Applied For:		Check One:	
1 st Choice: 2 nd Choice:		<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Race/Ethnic Category:			
<input type="checkbox"/> White (Not of Hispanic Origin) <input type="checkbox"/> Black (Not of Hispanic Origin) <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander			
Under the Vietnam Era Veteran's Readjustment Act of 1972 as amended in 1974, do you qualify as a:			
<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran (30%) <input type="checkbox"/> PLUS <input type="checkbox"/> OTHER			
Under Section 503 of the Rehabilitation Act of 1973, do you qualify as a handicapped individual?			
<input type="checkbox"/> Yes – If Yes, please indicate nature of your handicap: <input type="checkbox"/> No			