



## EMPLOYMENT APPLICATION

Please answer each question fully and accurately. You are welcome to submit a resume with this application. However, the resume does not take the place of the application. Please print, except for any areas that require your signature. This application will remain active for only 90 days. If you wish to be considered for employment thereafter, you must submit another Application for Employment. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, ancestry, physical disability or mental disease, sexual orientation, medical condition, marital status, sex, age, or any other legally prohibited basis. False statements, misrepresentations or omissions will be grounds for immediate termination. Any promises regarding the terms of employment and/or promotional opportunities, whether expressed or implied, are null and void unless made in writing and signed by an officer of Bank of Southern California, N.A.

### General Information

Full Name: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long have you lived at the address above? Years: \_\_\_\_\_ Mos: \_\_\_\_\_

How did you hear about Bank of Southern California?  Employment Agency  Newspaper  Relative  Walk In

Referral: \_\_\_\_\_

Do you have any relatives employed at the Bank?  No  Yes – Name: \_\_\_\_\_

Have you ever worked for the Bank?  No  Yes Have you ever applied for a position at the Bank?  No  Yes

Position you are applying for: \_\_\_\_\_ Minimum Wage Requirement: \_\_\_\_\_

Type of Work Desired:  Full Time  Part Time – Hours Preferred: \_\_\_\_\_

Have you ever been fired or asked to resign?  No  Yes (if yes, please explain) \_\_\_\_\_

Have you been convicted of a felony crime within the last 7 years?  No  Yes (if yes, please explain) \_\_\_\_\_

\*Note: You are not required to disclose convictions for which the record has been judicially expunged, sealed, or eradicated. A conviction will not necessarily disqualify an applicant from employment.

Can you perform the essential functions of this position with or without accommodations?  No  Yes

### References

Please provide the following information of three (3) references who are not related to you and are not previous employers:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

**Skills**

**MS Word:**  Beginner  Intermediate  Advanced  N/A

**Excel:**  Beginner  Intermediate  Advanced  N/A

**Other Computer Skills:** \_\_\_\_\_

**Education**

Name and Location of School	Years Completed	Course or Major	Diploma/Degree

**Describe any specialized training, skills, and extra-curricular activities (including bilingual abilities):**

\_\_\_\_\_

**List any professional, trade, business or civic activities and offices held:**

\_\_\_\_\_

**Describe any honors you have received:**

\_\_\_\_\_

**Work Experience**

List the names of employers in consecutive order with your present or last employer first. Indicate what you have been doing and where for the last ten years. Please make sure that all periods of time are accounted for. If more room is needed, please attach a separate sheet.

**Last/Present Employer:**

**Business Name:** \_\_\_\_\_ **Dates Employed - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Supervisor Name and Title:** \_\_\_\_\_ **Your Job Title:** \_\_\_\_\_

**Hourly Rate/Salary – Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly Describe Your Duties:**

\_\_\_\_\_

**Previous Employer:**

**Business Name:** \_\_\_\_\_ **Dates Employed - From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Supervisor Name and Title:** \_\_\_\_\_ **Your Job Title:** \_\_\_\_\_

**Hourly Rate/Salary – Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly Describe Your Duties:**

\_\_\_\_\_

**Previous Employer:**

**Business Name:** \_\_\_\_\_ **Dates Employed - From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Supervisor Name and Title:** \_\_\_\_\_ **Your Job Title:** \_\_\_\_\_  
**Hourly Rate/Salary – Beginning:** \_\_\_\_\_ **Ending:** \_\_\_\_\_ **Reason for Leaving:** \_\_\_\_\_

**Briefly Describe Your Duties:**

\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgment**

**Acknowledgment and At Will Statement**

I certify that the answers given by me to the application are true and correct without consequential omissions of any kind whatsoever. I agree that Bank of Southern California, N.A. shall not be liable in any respect if my employment is terminated because of falsity of statements or answers, or any omissions made by me in this application. I authorize the companies, schools, or persons named in this application, to give any information regarding my employment, character, and qualifications. I hereby release said companies, school, or person from all liabilities for any damage for issuing this information. I understand that there is no express or implied contract of employment and that if employed, I will be hired at the will of the Employer and that any employment may be terminated at will, at any time, with or without cause. I understand that NO staff member or representative of Bank of Southern California, N.A. has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement for employment for any specified period of time, or to make any agreement CONTRARY to the foregoing except Bank of Southern California's CEO. The employer's only obligation is to pay salary or wages due and owing at the time of termination. Finally, I understand that all Bank of Southern California property must be returned and any indebtedness to Bank of Southern California must be paid at termination.

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature of Applicant

**For Bank Use Only**

**Interviewed:**  Yes  No **By:** \_\_\_\_\_

**Interview Notes:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employed:**  Yes  No **Hire Date:** \_\_\_\_\_ **Position:** \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Exempt:**  Yes  No - or -

**Full Time:**  Yes  No - or -

**Part Time:**  Yes  No **If yes, how many hours per week:** \_\_\_\_\_

**By:** \_\_\_\_\_ **By:** \_\_\_\_\_  
Supervisor Name and Title Date HR or Executive Mgmt Approval Date



Dear Applicant:

We are very excited that you have chosen to apply for work with Bank of Southern California, N.A. If you are selected to continue with the interview process and be employed, you will be joining a dynamic team of professionals.

Please read the following information carefully with regards to your application for employment.

Bank of Southern California conducts complete background investigations on its employees. All offers of employment are conditioned on the satisfactory completion of these investigations.

Bank of Southern California is a Drug Free Workplace. Each employee of Bank of Southern California may be required to submit to and pass a pre-employment drug/alcohol screening after receiving an offer of employment. If required, this drug/alcohol screening will be completed at no cost to the employee.

Bank of Southern California is also required by Federal Immigration Laws to verify the identity and legal ability to work of all individuals before they can be hired. In keeping with this obligation, all offers of employment and continued employment are conditioned on furnishing satisfactory evidence.

All employees are employed with Bank of Southern California on an "at will" basis. This means that either party, the employee or Bank of Southern California, may end the employment relationship, with or without cause and with or without notice.

If you have any questions regarding your application for employment with Bank of Southern California, please contact our Human Resources Representative at (858) 847-4780.

Sincerely,

Bank of Southern California, N.A.

Acknowledged by:

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Applicant Signature

Date