

First Citizens Bank

EMPLOYMENT APPLICATION

PLEASE DO NOT WRITE IN SHADED AREAS – FOR OFFICE USE ONLY

PLEASE PRINT

| | | | |
|-------------------|----------------------|----------------|------------------------------------|
| First Name | M.I. | Last | Social Security # |
| Apartment # | Street Address | | Preferred Name / Nickname |
| City | State | Zip Code | Today's Date |
| () Home Phone | Alternate/Work Phone | E-Mail Address | () Emergency Number Contact |

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION.

Are you interested in: Temporary / Consulting Work _____ Permanent Placement _____ Part-time _____

How did you hear about us? Classified Ad _____ Friend (Name) _____ Radio _____ Internet _____

Hourly Pay (minimum if applicable) _____ Annual Pay (minimum) _____ Annual Pay (desired) _____

Have you ever been convicted of a criminal offense involving dishonesty or breach of trust (including by not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.?) Yes _____ No _____

If yes, Please explain _____

Is it legal for you to work in this country? Yes _____ No _____ When are you able to start work? (Date) _____

If you have relative employed by First Citizens Bank, give their names and relationship to you. _____

What hours do you prefer to work?
 Full-Time (normal business hours) _____ Part-Time _____

In what local area do you prefer to work? _____

Are you over 17 years of age and under 70? Yes _____ No _____ Have you ever worked here before? Yes _____ No _____

General Information

Please use the space below to describe your interest in banking and the skills/aptitudes that you feel qualify you for a position at First Citizens Bank (You may wish to include special training or skills or licenses such as typing, accounting, etc. You may also want to include civic and community activities in which you participate).

First Citizens Bank

| | |
|-------|-----|
| INTV: | TS: |
|-------|-----|

| Branch | Interviewer | Results |
|--------|-------------|------------|
| | | / / / ____ |
| | | / / / ____ |
| | | / / / ____ |

An Equal Opportunity Employer

Please complete and attach resume

| COMPANY NAME AND LOCATION | 1. WHAT DOES THE COMPANY DO? | POSITION OR DUTIES | 1. SALARY / PAY RATE | DATES (MM/YY) | REASON FOR LEAVING | PHONE NUMBER |
|---------------------------|------------------------------|--------------------|----------------------|---------------|--------------------|--------------|
| | 2. SUPERVISOR'S NAME | | 2. BONUS | | | |
| | 1. | | 1. \$ | FROM | | |
| | 2. | | 2. | TO | | |
| | 1. | | 1. \$ | FROM | | |
| | 2. | | 2. | TO | | |
| | 1. | | 1. \$ | FROM | | |
| | 2. | | 2. | TO | | |
| | 1. | | 1. \$ | FROM | | |
| | 2. | | 2. | TO | | |
| | 1. | | 1. \$ | FROM | | |
| | 2. | | 2. | TO | | |

IN ADDITION TO ATTACHING YOUR RESUME, please list your work experience below (last job first)

| RELEVANT EDUCATION (LIST TWO HIGHEST): | | | | | |
|--|---------------------------|-------|-----|-------|--------------------------------|
| DEGREE | COLLEGE/SCHOOL & LOCATION | MAJOR | GPA | SCALE | OTHER EDUCATIONAL INFORMATION: |
| | | | | | |
| | | | | | |

Professional Certifications, Affiliations and/or Licenses (indicate state)

REFERENCES

| Name | Relationship | Company | Phone/Alt. Phone |
|------|--------------|---------|------------------|
| | | | |
| | | | |
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First Citizens Bank

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CERTIFICATE OF CANDIDATE (To Be Completed By All Candidates)

General: First Citizens Bank does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex or ancestry or on the basis of age against persons whose age is between forty and seventy. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. First Citizens Bank at its own expense arranges for surety bond on each of its employees. Unless the applicant's background is acceptable to a surety company (not relative to race, color, religious creed, national origin and ancestry), it will be difficult to secure this bond, and the bank may not be able to offer employment.

In processing this employment application, First Citizens Bank may request that an investigative consumer report/credit report be prepared, which may include information as to your character, general reputation, police record, personal characteristics, financial situation, and mode of living. You have the right to request that First Citizens Bank completely and accurately disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to the Personnel Department of First Citizens Bank within a reasonable time after you complete this application.

Employment by First Citizens Bank may be conditional upon successful completion of a polygraph or voice stress test. Further, once hired, continued employment may be based on the same conditions.

I hereby affirm that my answers to the forgoing questions are true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application favorably. I understand that employment if offered,

- (a) is subject to satisfactory physical examination by the bank's physician, if deemed necessary
- (b) is subject to the issuance of a surety bond
- (c) will be on a trial, probationary basis for the initial 90 days
- (d) is subject to my compliance with orders, rules, regulations, and policies
- (e) is subject to my suitability to the position that I am hired or
- (f) is subject to satisfactory examination by polygraph or voice stress test

I have submitted the attached form First Citizens Bank for the purpose of obtaining assistance in securing a permanent position. I understand that I will never be charged a fee by First Citizens Bank for processing this application. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate First Citizens Bank to further process my application. I certify as to the accuracy of the matters set forth herein and in my resume and understand that any misstatement of fact may cause me to be refused employment or to lose my employment.

References: I hereby authorize First Citizens Bank and its agents to make such investigations and inquire into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize First Citizens Bank and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

SIGNED: _____
(Candidate)

DATE: _____

Do you have any friends who might like to apply with us? If so, please provide names and phone numbers: