



APPLICATION FOR EMPLOYMENT FIRST UNITED BANK

This is an interactive pdf. save the form to your computer, fill out the information and email the form, along with your resume to: sorr@firstunited.net

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applying for _____ Date of application _____

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip _____

Phone (____) _____ Mobile/Beeper/Other(____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you ever been employed by First United Bank? Yes No If yes, give dates and positions: _____

Are you legally eligible for employment in this country? Yes No

Date Available for work _____ What is your desired salary range? \$ _____

Type of Employment Desired? Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the job's "essential functions" to respond

Driver's License or ID will be required for employment along with your Social Security Card.

Answering "yes" to either of the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details: _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information.

Employer _____ Telephone (____) _____	Dates employed: _____ / _____ / _____ to _____ / _____ / _____
Address _____ City _____ State _____ Zip _____	Compensation (Start)
Starting Job Title/Final Job Title _____	Hourly Salary \$ _____ per _____
Immediate supervisor and title (for most recent position) _____ May we contact for reference? Yes No Later	Commission/Bonus/Other Compensation \$ _____
Why did you leave? _____	Compensation (Final)
Summarize the type of work performed and job responsibilities. _____	Hourly Salary \$ _____ per _____
	Commission/Bonus/Other Compensation \$ _____

Employer _____ Telephone (____) _____	Dates employed: _____ / _____ / _____ to _____ / _____ / _____
Address _____ City _____ State _____ Zip _____	Compensation (Start)
Starting Job Title/Final Job Title _____	Hourly Salary \$ _____ per _____
Immediate supervisor and title (for most recent position) _____ May we contact for reference? Yes No Later	Commission/Bonus/Other Compensation \$ _____
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Address _____ City _____ State _____ Zip _____	Compensation (Start)
Starting Job Title/Final Job Title _____	Hourly Salary \$ _____ per _____
Immediate supervisor and title (for most recent position) _____ May we contact for reference? Yes No Later	Commission/Bonus/Other Compensation \$ _____
Why did you leave? _____	Compensation (Final)
Summarize the type of work performed and job responsibilities. _____	Hourly Salary \$ _____ per _____
	Commission/Bonus/Other Compensation \$ _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years _____ E-mail _____ Years _____
 Spreadsheet _____ Years _____ Internet _____ Years _____
 Presentation _____ Years _____ Other _____ Years _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, provide the following information.

School (Include City and State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		
		Diploma _____ GED _____ Degree _____ Certification _____ Other _____		

REFERENCES

List name and telephone number of three business/work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known
			(____) _____	
			(____) _____	
			(____) _____	

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with First United Bank is true and correct.

I expressly authorize, without reservation, First United Bank, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding First United Bank, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that First United Bank does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from First United Bank and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and First United Bank reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of First United Bank is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by First United Bank's President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

First United Bank does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. First United Bank likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. First United Bank takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____