

# TNBANK APPLICATION FOR EMPLOYMENT

**PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE**



**PLEASE COMPLETE ALL PAGES.**

DATE \_\_\_\_\_

Name \_\_\_\_\_  
                     Last                                      First                                      Middle                                      Previous / Alias

Present address \_\_\_\_\_  
                                     Number                                      Street                                      City                                      State                                      Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (    ) \_\_\_\_\_ Email: \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_ Days/hours available to work  
 and salary desired (2) \_\_\_\_\_ No Pref. \_\_\_\_\_ Thur \_\_\_\_\_  
 (Be specific) Tue \_\_\_\_\_ Fri \_\_\_\_\_  
 Wed \_\_\_\_\_ Sat \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Employment desired    FULL-TIME ONLY    PART-TIME ONLY    FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?    No                                       Yes   A conviction does not automatically bar you from employment.

If yes: Nature of Offense \_\_\_\_\_ Date of Offense \_\_\_\_\_  
 Outcome and Penalty \_\_\_\_\_

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, and sentence(s) imposed. \_\_\_\_\_

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DO YOU HAVE A DRIVER'S LICENSE?       Yes    No

Driver's license  
number \_\_\_\_\_ State of issue \_\_\_\_\_ Expiration date \_\_\_\_\_

Are you eligible to be bonded?  Yes    No

Have you ever been bonded?  Yes    No

**COMPUTER &  
OFFICE SKILLS**

Please outline your computer skills.

Are you skilled in using basic office computer programs such  
as WORD or EXCEL?

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

Use the space below to summarize any additional information necessary to describe your full qualifications for the  
specific position for which you are applying.

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**MILITARY**

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**WORK EXPERIENCE** Please list your work experience for the past five years beginning with your most recent job held.  
If you were self-employed, give firm name. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present or most recent employer?  Yes  No

Did you complete this application yourself?  Yes  No If not, who did? \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Return application to: **TNBANK, 401 S. Illinois Avenue, Oak Ridge, TN 37830**