APPLICATION FOR EMPLOYMENT

Heritage Bank & Trust

An Equal Opportunity Employer

Please Print All Information. Read This Before Completing Application.
This Company is an equal opportunity employer. All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer employment opportunities to all persons without regard to race, color, religion, age, sex, national origin, or handicap/disability. The use of this form does not mean that there are positions open and does not obligate this Company in any way. Answer all questions.

PERSONAL INFORMATION

Name_____ Date_____

Present Address_____ If at present address less than 1 year give previous address.

_____

Previous Address_____ Soc. Sec. No._____

Do you certify that you are at least 18 years old? Yes ☐ No ☐

If you are under 18, employment is subject to verification that you are of minimum legal age.

Phone Number Where You Can Be Reached

_____ _____ _____
Area Code

Are you a citizen of the U.S. or are you otherwise legally permitted to hold employment in the U.S.? Yes ☐ No ☐

Have you ever worked under another name? Yes ☐ No ☐ If yes, what name?_____

EDUCATIONAL INFORMATION

School	Name & Address	Course of Study	No. Yrs. Attended	Graduate Degree_____
Elementary				XXXX XXXX XXXX
High School				Yes ☐ No ☐
College				Yes ☐ No ☐ Degree_____
Post Graduate				Yes ☐ No ☐ Degree_____
Correspondence, Night School, GED, Trade School				

EMPLOYMENT HISTORY

Have you ever applied for a job at this Company? Yes ☐ No ☐

If yes, when?_____

Have you ever worked here before? Yes ☐ No ☐ If yes, when?_____

Position(s) applied for:_____

Do you seek to work: Full Time ☐ Part Time ☐ Seasonal ☐

What shifts are you able to work? All ☐ Others (list): Afternoons_____ Days_____ Nights_____

How soon could you report? _____

Rate of pay expected: $_____ (per hour / month)

Have you ever been bonded? Yes ☐ No ☐ Have you ever been refused a bond? Yes ☐ No ☐ If yes, explain reason and date:

_____

_____

_____

_____

Have you ever been convicted of a felony? Yes ☐ No ☐ If yes, state date, court, and place offense occurred:_____

_____

_____

_____

_____

Have you even been discharged or requested to resign from a position? Yes ☐ No ☐ Details: _____

_____

_____

_____

_____

Are you presently employed? Yes ☐ No ☐ Does your present employer know you are seeking other employment? Yes ☐ No ☐

May we contact your present employer? Yes ☐ No ☐ Why do you desire to change employment? _____

_____

_____

Do you have available transportation to work? Yes ☐ No ☐

_____

_____

PRIOR WORK RECORD

List last four (4) employers starting with most recent:

1. Present (or most recent) Employer _____
(Name)

_____
(Address) (City) (State) (Zip)

Immediate Supervisor:_____

Job Title or Position:_____

Date Hired:_____ Starting Salary or Rate:_____

Date Left:_____ Salary or Rate at Leaving:_____

Reason for Leaving:_____

_____

2. Employer _____
(Name)

_____
(Address) (City) (State) (Zip)

Immediate Supervisor:_____

Job Title or Position:_____

Date Hired:_____ Starting Salary or Rate:_____

Date Left:_____ Salary or Rate at Leaving:_____

Reason for Leaving:_____

_____

3. Employer _____
(Name)

_____
(Address) (City) (State) (Zip)

Immediate Supervisor:_____

Job Title or Position:_____

Date Hired:_____ Starting Salary or Rate:_____

Date Left:_____ Salary or Rate at Leaving:_____

Reason for Leaving:_____

_____

4. Employer _____
(Name)

_____
(Address) (City) (State) (Zip)

Immediate Supervisor:_____

Job Title or Position:_____

Date Hired:_____ Starting Salary or Rate:_____

Date Left:_____ Salary or Rate at Leaving:_____

Reason for Leaving:_____

MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes ☐ No ☐ If yes, date of service:_____

Branch _____

Starting Rank_____

Final Rank_____

Duties_____

Date of Discharge_____

REFERENCES

Do not list relatives, employees of this Company, or former employers.

_____
(Name) (Address) (Occupation)

_____
(Name) (Address) (Occupation)

_____
(Name) (Address) (Occupation)

NON-SMOKERS PROTECTION ACT

Pursuant to Tennessee's Non-Smoker Protection Act, 2007 Tenn. Pub. Ch. No. 410, smoking within any enclosed public place within this State, including places of employment, is illegal. Employees who violate this law may be subject to civil penalties imposed by the State and discipline, including termination, by **Heritage Bank & Trust** (HB&T).

Employees who choose to smoke anywhere outside HB&T must do so in a place that will not create any risk of smoke infiltrating into any area where smoking is illegal. Accordingly, HB&T has designated as the exclusive smoking area the patio area by the dumpster behind the Bank, at least 10 feet from the entrance doors or in your personal vehicles. Employees found smoking anywhere outside of this area may be subject to discipline, including termination. Complaints or violations to this policy should be brought up to the Human Resource department.

I _____ acknowledge HB&T communicated the prohibitions of the Non-Smokers Protection Act to me upon my application for employment. I further acknowledge I understand the prohibitions of the Non-Smokers protection Act and agree to comply with the Act should I be hired.

NOTE: It is understood that false statements on this application may result in refusal to hire or dismissal whenever discovered.

I certify that I have answered all questions contained herein truthfully. I hereby grant permission to the Company to investigate into any and all matters contained in this application. I further authorize any individual, agency, corporation or association having any information concerning any matters contained in this application to disclose such information to the Company upon request. I further agree that I shall not hold either the Company or any individual, agency, corporation, or association liable for damages, if any, resulting from the investigation and disclosure of information concerning the questions asked on this application form.

I understand that, if hired, my employment will be at will and may be terminated by me or by the Company at any time with or without cause. If hired, I agree to conform to the rules and regulations of the Company as set forth in the Employee Handbook, and I acknowledge that the Employee Handbook may be changed or withdrawn by the Company at any time, at the Company's sole option and without prior notice to me.

Date_____ Signature_____

DO NOT WRITE BELOW THIS LINE