



EMPLOYMENT APPLICATION

GREEN BANK, N.A. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT UNLAWFULLY DISCRIMINATE IN ANY ASPECT OF EMPLOYMENT.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disability, military service, or any other legally protected status. If you would like assistance or a reasonable accommodation in the application or interview process, please let us know.

NO APPLICATION WILL BE CONSIDERED UNLESS ALL INFORMATION REQUESTED ON THIS FORM IS COMPLETED IN FULL, EVEN IF YOU HAVE A RESUME.

Print or Type clearly

LAST NAME	FIRST	MIDDLE	DATE
PRESENT ADDRESS _____	CITY _____	STATE ____	ZIP _____ COUNTY _____
PREVIOUS ADDRESS _____	CITY _____	STATE ____	ZIP _____ COUNTY _____
TELEPHONE NUMBER (HOME): _____	ALTERNATE PHONE NUMBER: _____		
E MAIL ADDRESS: _____			
IF YOU ARE UNDER 18, CAN YOU FURNISH A WORK PERMIT IF IT IS REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
POSITION APPLYING FOR _____			
HAVE YOU EVER APPLIED HERE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO DATE AVAILABLE _____			
IF YES, PLEASE ENTER DATES OF EMPLOYMENT AND REASON FOR LEAVING: _____			
RATE DESIRED \$ _____			
HAVE YOU EVER WORKED UNDER ANOTHER NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT NAME(S)? _____			
MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SUMMER			
EMPLOYMENT HISTORY			
(1) EMPLOYER NAME (CURRENT/MOST RECENT)	EMPLOYER ADDRESS	CITY	STATE ZIP
PHONE NUMBER	JOB TITLE	SUPERVISOR	
DATES OF EMPLOYMENT (MONTH/YEAR) _____ TO _____		START RATE \$ _____	END RATE \$ _____
JOB DUTIES:			
REASON FOR LEAVING			
(2) EMPLOYER NAME (PREVIOUS)	EMPLOYER ADDRESS	CITY	STATE ZIP
PHONE NUMBER	JOB TITLE	SUPERVISOR	
DATES OF EMPLOYMENT (MONTH/YEAR) _____ TO _____		START RATE \$ _____	END RATE \$ _____
JOB DUTIES:			
REASON FOR LEAVING:			
(3) EMPLOYER NAME (PREVIOUS)	EMPLOYER ADDRESS	CITY	STATE ZIP
PHONE NUMBER	JOB TITLE	SUPERVISOR	
DATES OF EMPLOYMENT (MONTH/YEAR) _____ TO _____		START RATE \$ _____	END RATE \$ _____
JOB DUTIES:			
REASON FOR LEAVING			

EMPLOYMENT HISTORY (CONTINUED)

(4) EMPLOYER NAME (PREVIOUS) EMPLOYER ADDRESS CITY STATE ZIP

PHONE NUMBER JOB TITLE SUPERVISOR

DATES OF EMPLOYMENT (MONTH/YEAR) _____ TO _____ START RATE \$ _____ END RATE \$ _____

JOB DUTIES:

REASON FOR LEAVING

EDUCATION/SKILLS

NAME OF INSTITUTION LOCATION (CITY/STATE) GRADUATED? If yes, name of degree & major field of study

LANGUAGES FLUENT IN (If relevant to the job):

COMPUTER SKILLS:

HOW WERE YOU REFERRED TO US?

DO YOU HAVE ANY RELATIVES EMPLOYED WITH GREEN BANK? YES NO

IF YES, PLEASE LIST NAME AND RELATIONSHIP:

DO YOU HAVE ANY OBJECTION TO WORKING OVERTIME IF NECESSARY? YES NOCAN YOU TRAVEL IF REQUIRED BY THIS POSITION? YES NOHAVE YOU EVER BEEN REFUSED OR CANCELLED FROM BONDING COVERAGE? YES NOCAN YOU PERFORM THE DUTIES OF THE POSITION APPLIED FOR, AS PRESCRIBED ON THE JOB OPPORTUNITIES POSTING WITH OR WITHOUT REASONABLE ACCOMMODATIONS? YES NOIF HIRED, CAN YOU PROVE THAT YOU ARE AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

Proof of eligibility to work in the United States will be required before an individual can begin employment.

OTHER THAN MINOR TRAFFIC TICKETS, HAVE YOU EVER BEEN CONVICTED OF (OR HAVE A CASE PENDING FOR) ANY CRIMINAL OFFENSES THAT YOU HAVE NOT PREVIOUSLY DISCLOSED ON AN EMPLOYMENT APPLICATION WITH OUR COMPANY? THIS INCLUDES ALL OTHER CONVICTIONS, EVEN IF YOU HAVE COMPLETED A DIVERSION PROGRAM. (A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FOR EMPLOYMENT.)

 YES NO IF YES, PLEASE LIST DATE(S), PLACE(S), CHARGE(S), PENALTY/DISPOSITION(S):**REFERENCES: IDENTIFY THREE WORK RELATED, PROFESSIONAL REFERENCES (NON RELATIVES)**

NAME COMPANY POSITION PHONE NUMBER

JOB APPLICATION AGREEMENT AND CERTIFICATION

As an applicant of Green Bank, N.A., I agree to the following:

- That the information contained in the application and accompanying documents is true in all respects. I authorize the Bank to investigate thoroughly my work and personal history and verify all the information provided to the Bank. I authorize all individuals, schools, and employers named in the application to provide any information, personal or otherwise, requested about me. I release all parties from all liability for any damage that may result from furnishing information to the Bank. A copy or telefax copy of this authorization may be relied upon as if it were an original document.
- I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between the Bank and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon this Bank unless made in writing.
- I acknowledge that if I need reasonable accommodation in either the application process or employment I will bring my request to the Human Resources department. This Bank reserves the right to require medical documentation concerning the need for accommodation.
- I understand that if employed, I am required to abide by all policies, rules and regulations of the Bank. I also understand that the Bank may revise its policies, rules and regulations, in whole or in part, at any time.
- I understand that this Bank has a policy against drug and alcohol abuse, which includes random testing, and reserves the right to revise policies or procedures, in whole or in part, at any time.
- I understand that this application may be considered for a maximum of 60 calendar days. After that time, if I have not heard from the Bank and still wish to be considered for employment, it will be necessary for me to reapply by completing a new application.

BY SIGNING BELOW, I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE TRUE AND UNDERSTAND THAT IF I PROVIDE FALSE OR MISLEADING INFORMATION OR WILLFULLY OMIT INFORMATION IN THIS APPLICATION, ON MY RESUME, DURING MY INTERVIEW, OR DURING MY EMPLOYMENT, I MAY BE DENIED EMPLOYMENT OR, IF DISCOVERED AFTER HIRE, BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING IMMEDIATE TERMINATION OF EMPLOYMENT.

IN ADDITION, BY SIGNING BELOW, I ACKNOWLEDGE THAT IF I AM EMPLOYED BY THE BANK, MY EMPLOYMENT WILL BE AT-WILL, AND THAT I OR THE BANK MAY TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON OR NO REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Applicant Signature: _____

Date: _____



AFFIRMATIVE ACTION QUESTIONNAIRE & APPLICANT FLOW DATA

Green Bank, N.A. is subject to Federal regulations requiring reporting of certain information on applicants for employment. To assist in this effort, all applicants are requested to complete this form. Your cooperation is strictly voluntary. This form will be kept separate from your employment application and the information contained will be kept confidential. It will not be available to personnel involved in the hiring process. The information given will be used only for reporting purposes in accordance with Federal laws and regulations.

If you do not wish to provide this information, please print your name, check the appropriate line, then sign and date below.

Your decision in this regard will not affect your application.

PLEASE PRINT

Name _____

Position Applied For _____

_____ I do not wish to provide the information requested below.

GENDER

_____ Male _____ Female

ETHNIC ORIGIN (Check One)

_____ American Indian or Alaskan Native _____ Asian
_____ Black or African American _____ Hawaiian or Pacific Islander
_____ Hispanic _____ Two or More Races
_____ White

VETERANS/U.S. MILITARY STATUS

_____ Special Disabled Veteran

1. A veteran who is entitled to compensation under laws administered by the Dept. of Veterans Affairs for a disability (a) rated at 30% or more, or (b) rated at 10% or 20% if it has been determined that the individual has a serious employment disability, or
2. A veteran who was discharged or released from active duty because of a service-connected disability.

_____ Vietnam Era Veteran

1. Served in the military, ground, naval or air service of the U.S. on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (a) in the Republic of Vietnam between 02/28/1961, and 05/07/1975; or (b) between 08/05/1964 and 05/07/1975, in all other cases; or
2. Was discharged or released from active duty for a service connected disability if any part of such active duty was performed: (a) in the Republic of Vietnam between 02/28/1961 and 05/07/1975; or (b) between 08/05/1964 and 05/07/1975, in all other cases.

_____ Other Protected Veteran

1. Other protected veteran is defined as a veteran who served in the military, ground, naval or air service of the U.S. on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

SIGNATURE

DATE