



PILGRIM BANK

Application for Employment
Equal Opportunity Employer

Mail to:
 P. O. Box 1288
 Mt. Pleasant, TX 75455

Pilgrim Bank does not discriminate in hiring or employment on the basis of age, race, color, national origin, gender, sexual orientation, marital status, amnesty or status as a veteran, mental or physical handicap. 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. This application shall be considered active for six months. Any applicant wishing to be considered for employment beyond this time period should submit a new application.

Identification

Name (Last, First, Middle)	Date
Driver's License # or State ID #	Social Security #
Street Address	Phone #
City, State, Zip	Alternate Phone #

List previous addresses if address changed during past five years.

Street Address	
City, State, Zip	Length in years
Street Address	
City, State, Zip	Length in years

Job Information

Position Applied For	Salary Requirements	
How were you referred to Pilgrim Bank?	Date Available for Work	
Have you previously been employed with Pilgrim Bank? (dates and location)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you eligible to work in the United States? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted, pled guilty, pled no contest, or received deferred adjudication for (1) a felony criminal offense or (2) any criminal offense involving dishonesty, breach of trust including robbery, theft, embezzlement, forgery, perjury, or tax evasion? <i>A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.</i> If so, please provide complete information and disposition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Education

School Name	City/State	Course of Study	No. Years Completed	Graduate/Degree
High School				
Technical/Vocational				
College/University				
Graduate Study				
Other				

List professional or technical licenses, registrations, certifications: _____
 _____.

Honors received: _____.

Are you planning to pursue further education? Yes No If so Day Night

Military

Veteran of the U.S. Military: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what branch: _____	
Date of Discharge: _____	Training: _____

Organizations

To what organizations, fraternal, social, educational, professional and others do you belong (exclude those which may disclose race, color, religion or national origin)?

Skills

Typing WPM	10-Key by Touch <input type="checkbox"/> Yes <input type="checkbox"/> No	Data Entry KPM	
CRT <input type="checkbox"/> Yes <input type="checkbox"/> No	Teller Machine <input type="checkbox"/> Yes <input type="checkbox"/> No	Proof Machine (Speed)	
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No	Calculator <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:	
Microsoft Office Software:	Excel <input type="checkbox"/> Yes <input type="checkbox"/> No	Word <input type="checkbox"/> Yes <input type="checkbox"/> No	Power Point <input type="checkbox"/> Yes <input type="checkbox"/> No
Passport Desktop <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:	Other:	Other:

Employment History

Starting with the present or most recent employer, list all previous employers, including self-employment, part-time and military service.

Company Name Address/Dates	Supervisor's Name Reason for Leaving	Position Name Major Duties Salary
From: _____ To: _____	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Laid Off/Reduction in Force	Salary \$ _____
From: _____ To: _____	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Laid Off/Reduction in Force	Salary \$ _____
From: _____ To: _____	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Laid Off/Reduction in Force	Salary \$ _____
From: _____ To: _____	<input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Laid Off/Reduction in Force	Salary \$ _____

Names of relatives or friends employed by Pilgrim Bank: _____

If presently employed, why do you desire to change jobs?

If you are now employed, may we contact your present employer? Yes No

References

Name	Address and Telephone No.	Relationship	Years Known
1.			
2.			
3.			

Pilgrim Bank maintains a smoke-free environment. Compliance with Pilgrim Bank’s Drug and Alcohol Abuse Policy as well as other policies and procedures is a condition of employment. I hereby affirm that my statements on this application are true and complete. I acknowledge that a routine investigation may be made for verification of all statements and an investigative inquiry may be pursued to provide information on my character, credit, and work history. I further understand that misrepresentation or omission of facts called for on this application is cause for rejection of employment or for subsequent dismissal from employment. I hereby understand and acknowledge that any employment relationship with Pilgrim Bank is of an “*at will*” nature and any employment is for an indefinite period and is subject to change in wages, conditions, benefits and operating policies. I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will be a statement of Bank policies. I further authorize any prior employers to provide such information concerning my employment with Pilgrim Bank as may be requested and also authorize the registrar of all educational institutions attended to release an official copy of my transcript and, if available, faculty appraisals.

Applicant Signature	Date

PILGRIM BANK

EEOC Application Addendum

Pilgrim Bank is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, marital status, amnesty or status as a veteran, or mental or physical handicap.

You are requested to provide the following information in order that we comply with government regulations in furnishing statistical information. This information will be separated from your application and will not be a determining factor in consideration for employment.

Name (please print)	Date of Birth
Signature:	
Social Security Number:	Driver’s License Number:

The completion of the following is strictly voluntary and confidential.

- Male Female I elect not to identify

Race/Ethnic Group

- American Indian or Alaskan Native
 Asian (Far East, Southeast Asia, Philippines and Indian subcontinent)
 Black or African American
 Native Hawaiian or other Pacific Islander (Hawaii, Guam, Samoa or Pacific Islands)
 White/Caucasian (includes people originating from Europe, North Africa or Middle East)
 Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American)
 I elect not to identify.

In accordance with U.S. Department of Labor regulations, federal contractors are required to provide an opportunity for handicapped individuals, disabled veterans and Vietnam Era veterans to identify themselves when applying for employment. **Identification is entirely voluntary and confidential.**

- Individual with a disability
 Veteran with a disability
 Vietnam Era Veteran
 Other Protected Veteran (served on active duty during a war or campaign for which a campaign badge has been authorized)
 Newly Separated Vet
 I elect not to identify
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