



Employment Application

An Equal Opportunity Employer

Please Print

Date Last Name First Name Middle

Present Address

No. & Street City State Zip

Permanent Address (if different from present address)

No. & Street City State Zip

() - ()
Business Phone Home Phone

Employment Desired

Position applying for: _____

What days and hours are you available to work: _____

Would you be available to work overtime, if necessary: Yes ___ No ___

If hired, what date are you available to start work: _____ Salary desired: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for Chino Commercial Bank before? Yes No

If yes, when? _____

Do you have any friends or relatives working for Chino Commercial Bank? Yes No

If yes, state name(s) and relationship:

Why are you applying for work at Chino Commercial Bank?

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.

Are you currently employed: Yes _____ No _____

If yes, may we contact your current employer: Yes _____ No _____

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Misdemeanor convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training, and Experience

		# of years <u>Completed?</u>	Did you <u>Graduate?</u>	Degree or <u>Diploma?</u>
High School	Name and Address	_____	___ Yes ___ No	_____
College/ University	Name and Address	_____	___ Yes ___ No	_____
Vocational/ Business	Name and Address	_____	___ Yes ___ No	_____
Graduate School	Name and Address	_____	___ Yes ___ No	_____

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for work at Chino Commercial Bank? Yes _____ No _____

If so, please explain: _____

If the position requires a license or certification, do you have one: Yes _____ No _____

Name of license/certification: _____ Issue Date: _____

Has your license/certification ever been suspended or revoked: Yes _____ No _____

If yes, state the reason: _____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer

(____) _____ - _____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: _____
From To

Indicate Annual Salary or Hourly Rate: _____

Starting Pay _____ Ending Pay _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer

(____) _____ - _____
Telephone No.

Type of Business

Your Supervisor's Name

Address & Street

City

State

Zip

Dates of Employment: _____
From To

Indicate Annual Salary or Hourly Rate: _____

Starting Pay _____ Ending Pay _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Note: Attach additional page(s) if necessary.

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.

Address & Street	City	State Zip

Occupation	No. of Years acquainted	
_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.

Address & Street	City	State Zip

Occupation	No. of Years acquainted	
_____	_____	(____) _____ - _____
First Name	Last Name	Telephone No.

Address & Street	City	State Zip

Occupation	No. of Years acquainted	

Please Read Carefully, Initial Each Paragraph and Sign Below

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
Initials chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Chino Commercial Bank to thoroughly investigate my references,
Initials work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may
Initials be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____ In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the
Initials Union States and to complete the required employment eligibility verification document form upon hire.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction,
Initials civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

_____ Date Applicant's Signature

Additional Employers

Name of Employer (____) _____ - _____
Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip _____ - _____

Dates of Employment: _____
From To Indicate Annual Salary or Hourly Rate: _____

Starting Pay _____ Ending Pay _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Name of Employer (____) _____ - _____
Telephone No.

Type of Business Your Supervisor's Name

Address & Street City State Zip _____ - _____

Dates of Employment: _____
From To Indicate Annual Salary or Hourly Rate: _____

Starting Pay _____ Ending Pay _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No
