



1 North Main Street, PO Box 386, Spencer, NY 14883-0386

APPLICATION FOR EMPLOYMENT

Tioga State Bank offers equal opportunities to all persons without regard to gender, age, race, color, religion, marital status, national origin, citizenship, veteran status, disability, or any other status protected by law.

Date: _____ **Position(s) Applied For:** _____ **e-mail** _____

Name: _____ **Telephone:** () _____
(First) (Middle Initial) (Last)

Present Address: _____
(Street) (City) (State) (Zip Code)

Are you either a U.S. citizen or an alien who has the legal right to remain and work in the U.S.? (You will be required to furnish proof of lawful work status if you are extended a job offer). Yes No

Are you available to work: Full-time Part-time Desired Office/Location: _____

Have you ever been convicted of (or entered a plea of guilty to) a crime? Yes No
If so, please describe fully the criminal conviction(s). A conviction record will not necessarily be a bar to employment. _____

Have you ever worked for TSB before: Yes No
If yes, when: _____ Supervisor: _____
Reason for leaving: _____

Highest grade completed:
1 2 3 4 5 6 7 8 - Grade School 9 10 11 12 - High School 1 2 3 4 - College

Name of school last attended: _____

License, Vocational or Trade Training: _____

Have you served in the U.S. Armed Forces? Yes No
Describe service experience if related to positions(s) for which you are applying: _____

List your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the greatest information about you. Please account for all periods of unemployment in this section.

Employer:	Dates employed from (Mo./Yr.) to (Mo./Yr.)	
Address:	Salary (at start)	(at finish)
Job Title:	Supervisor:	
Briefly describe your duties and work experience:		
Reason for Leaving:		

Employer:	Dates employed from (Mo./Yr.) to (Mo./Yr.)	
Address:	Salary (at start)	(at finish)
Job Title:	Supervisor:	
Briefly describe your duties and work experience:		
Reason for Leaving:		

Employer:	Dates employed from (Mo./Yr.) to (Mo./Yr.)	
Address:	Salary (at start)	(at finish)
Job Title:	Supervisor:	
Briefly describe your duties and work experience:		
Reason for Leaving:		

Provide the names of three persons not related to you, whom you have known professionally at least three years:

Name	Address	Telephone Number	Years Known

I understand that if I am hired , my employment may be terminated with or without cause or notice, at any time, at either my option or that of Tioga State Bank. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time of which is contrary to the foregoing without written approval of Tioga State Bank. I give Tioga State Bank permission to contact all or any of my previous employers and references and authorize them to disclose any information Tioga State Bank may request in the course of its investigation of this application for employment, and I hereby release Tioga State Bank and such references and prior employers from any and all liability with respect to such disclosures.

I have provided truthful and complete responses to all inquiries in the application and authorize Tioga State Bank to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by Tioga State Bank's rules and regulations, which I understand are subject to change by Tioga State Bank.

Applicant's signature: _____ **Date:** _____

Please feel free to add any additional comments/information regarding your job skills or work history in the space below, and/or attach a copy of your resume.



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NOTIFICATION AND AUTHORIZATION FORM FOR EMPLOYMENT CREDIT REPORT

I authorize **Tioga State Bank** to obtain a credit report on me through the credit-reporting agency of its choice. If employed, I further authorize **Tioga State Bank** to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partially to the information on the credit report, **Tioga State Bank** will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act and the source of the credit report. This will allow me to contact the Credit Bureau if I feel it is necessary.

Name

Signature

Date

Address

Social Security Number



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APPLICANT INVITATION TO SELF-IDENTIFY

Thank you for considering Tioga State Bank in your job search. Tioga State Bank is an Equal Opportunity Employer committed to the policies and principles of Non-Discrimination and Affirmative Action (AA). In order to evaluate and improve our recruiting processes and to respond to federal recordkeeping and reporting requirements, we invite you to complete this brief form. Providing this information is voluntary; refusal to provide the information will not result in any adverse treatment. This Information Form will be kept in a separate, confidential file and will be used only for government reporting purposes.

If you choose not to self-identify your sex or race/ethnicity at this time, the federal government requires Tioga State Bank to determine this information by visual survey.

Name: _____ Date: _____

Position Applying For: _____

RACE/ETHNIC GROUPS:

- White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.
- Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands and Samoa.
- American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

SEX:

- Male Female

HOW DID YOU FIND OUT ABOUT THIS POSITION?

- | | |
|---|--|
| <input type="checkbox"/> Newspaper Classified Ad | <input type="checkbox"/> Employee Referral |
| <input type="checkbox"/> Company Website | <input type="checkbox"/> Job Fair |
| <input type="checkbox"/> Internet Job Board Posting | <input type="checkbox"/> College Career Center |
| <input type="checkbox"/> State Employment Office | <input type="checkbox"/> Other: |

Qualified applicants are considered for employment and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, veteran status, disability or any other classification protected by Federal, State, or Local law.