CITIZENS BANK 120 YEARS 1904 2024

Employment Application

Citizens Savings Bank & Trust Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military.

Employment at Citizens Bank is on an at-will basis. Citizens Bank participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

Applicant Information

Full Name: _____ Date: _____

Last *First* *M.I.*

Address: _____

Street Address *Apartment/Unit #*

City *State* *ZIP Code*

Phone: _____ Email _____

Date Available: _____ Desired Salary:**$** _____

Position Applied for: _____

Are you legally eligible to work in the United States? ☐ YES ☐ NO

Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment will be contingent upon furnishing such documents.

Have you ever worked for this company? ☐ YES ☐ NO If yes, when? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address:

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Disclaimer and Signature

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE; I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.
The application will be given every consideration, but its receipt does not imply that the applicant will be employed. The applicant understands that neither this document nor any offer of employment from this employer constitutes an employment contract unless the employer and employee execute a specific document in writing.

I understand that Citizens Bank may check the references provided in this application, including my former employers, supervisors and schools. I authorize these individuals, companies and institutions to Citizens Bank with any information they have about me, and I release and hold them and Citizens Bank harmless from any liability or damage whatsoever with respect to the release or use of this information.

I understand that I will be asked to produce documents proving my identity and right to work in the United States. I attest that all information disclosed on this application is true and accurate without omissions of any kind.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by Citizens Bank until after my becoming employed, is grounds for, and may result in, my immediate termination. If I am hired by Citizens Bank, I agree to comply with all company policies, procedures, and management directives.

I acknowledge and understand that my employment with Citizens Bank is “at-will” and can be terminated by me or the organization at any time and that no one has the authority to make exceptions to this “at-will” rule except in a written agreement signed by the Chief Executive Officer of the agency. I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me. I understand that completion of this Application for Employment does not guarantee that I will be employed by this Agency.

Applicant Printed Name: _____

_____

Signature Date