



**INSTRUCTIONS: PLEASE ANSWER ALL QUESTIONS.**

*\*\*Please use N/A when a field doesn't apply to you\*\**

An Equal Opportunity Employer  
Member FDIC

**PERSONAL INFORMATION**

Last Name		First		Middle	
Are you legally eligible to work in the U.S.?		Home phone #		Cell phone #	
Yes		No			
Present Address: Address		City		State	
				Zip	
Former Address: Address		City		State	
				Zip	
Other Names Known By, i.e. Maiden Name					
Position Applying For:				Email Address	

**BANK USE ONLY**

Salary:

Department/Branch:

Job Title:

Scheduled Hours/Week:

Starting Date:

**AVAILABILITY**

I am interested in	Hours Available per week	Days available each week
Full Time    Part Time    Both		

**EMPLOYMENT HISTORY** **Beginning with your most recent list your last 4 employers**

Employer	Immediate Supervisor			Phone	
Address	City	State	Zip	From (Mo/Yr)	To (Mo/Yr)
				Starting Salary	Final Salary
				\$	\$
Your Title & Description of Duties			Reason for Leaving		
			Account for the Time Between Jobs if any		
Employer	Immediate Supervisor			Phone	
Address	City	State	Zip	From (Mo/Yr)	To (Mo/Yr)
				Starting Salary	Final Salary
				\$	\$
Your Title & Description of Duties			Reason for Leaving		
			Account for the Time Between Jobs if any		
Employer	Immediate Supervisor			Phone	
Address	City	State	Zip	From (Mo/Yr)	To (Mo/Yr)
				Starting Salary	Final Salary
				\$	\$
Your Title & Description of Duties			Reason for Leaving		
			Account for the Time Between Jobs if any		
Employer	Immediate Supervisor			Phone	
Address	City	State	Zip	From Mo., Yr.	To Mo., Yr.
				Starting Salary	Final Salary
				\$	\$
Your Title & Description of Duties			Reason for Leaving		
			Account for the Time Between Jobs if any		

**SKILLS & EXPERIENCE** Indicate length of experience or training

Bank Operations _____	Network _____	Indicate any other skills related to the position you are seeking:
Lending _____	Spreadsheet Software _____	
Supervision _____	Word Processing Software _____	
Telling or Cashiering _____	Personal Computer _____	
Typist _____ WPM _____	Computer/Mainframe _____	
Other _____	10-Key _____	

**EDUCATION RECORD**

Highest Level of Education Completed	_____	Grade Point Average	_____			
Name of School	Location	Yrs Attended	Graduate?	Yr Left School	Major/Minors	Degree
High School						
College						
Other						

**U.S. MILITARY SERVICE**

Branch of Service	Date In	Date Out	Where Served	Specialty

**OTHER INFO**

Who referred you to Coastal Community Bank?	Have you ever been bonded?
Have you ever been convicted of a crime involving dishonesty or breach of trust? If yes indicate the nature of the offense, date, court, and disposition.	
Indicate the nature and amount of any derogatory credit found on your credit report.	

**APPLICANTS: Please read carefully before signing.**

I certify that the information given by me to Coastal Community Bank is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal. Documentation proving legal right to work in the U.S. will be required upon hiring. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Coastal Community Bank's interest or those of its clients, nor will I become engaged in such activity or business if employed.

I authorize Coastal Community Bank to solicit information regarding my character, general reputation, previous employment, and similar background information. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Coastal Community Bank from any liability for future references it may provide regarding my work history at the bank.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Coastal Community Bank or myself.

If employed, I further agree that if Coastal Community Bank advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any bank property the bank is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*By typing your name, you're confirming that all information on this application is true and accurate.*

Revised 08/2018

<b>BANK USE ONLY</b>	
Date _____	Interviewer's Signature _____