



The Cottonport Bank
Est. 1902

PLEASE MAIL COMPLETED APPLICATIONS TO
ATTENTION: KIRSTEN OR MELINDA
P.O. BOX 5 • MARKSVILLE, LA 71351

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION FORM.

THIS INSTITUTION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN RECRUITING, HIRING, TRAINING, PROMOTING OR OTHER EMPLOYMENT PRACTICES FOR REASONS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, OR ON THE BASIS OF AGE. WE DO NOT DISCRIMINATE AGAINST VETERANS OR THE HANDICAPPED. NO QUESTION IN 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. THE INSTITUTION AT ITS OWN EXPENSE, ARRANGES FOR A SURETY BOND FOR EACH OF ITS EMPLOYEES. UNLESS THE APPLICANT'S BACKGROUND IS ACCEPTABLE TO A SURETY COMPANY, IT WILL BE DIFFICULT TO SECURE THIS BOND AND THE INSTITUTION MAY BE UNABLE TO OFFER EMPLOYMENT.

Please complete this form carefully in your own handwriting. Replies to all questions will be held in confidence. If your answers or statements require additional space, obtain supplemental sheets from personnel receptionist.

Last Name		First	Middle	Name Most Often Called		Social Security Number		Phone	
Present Address		Street		City	State	Zip		From	To
Addresses for Last Five Years									
Position Desired:			<input type="checkbox"/> Full -Time	<input type="checkbox"/> Part -Time	How soon could you report to work?			Rate of pay expected:	
Complete only if applying for driver position: Do you have a driver's license?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	Has it ever been revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you come to Apply?		<input type="checkbox"/> Employee Referral	<input type="checkbox"/> High School Recruitment	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Other:		
		<input type="checkbox"/> Former Employee	<input type="checkbox"/> College Recruitment	<input type="checkbox"/> Walk - In					
Have you ever been bonded?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been refused bond: <input type="checkbox"/> Yes <input type="checkbox"/> No If so, state reason _____					
<i>(In order to secure a position in a bank, your background and past record must be good; it is useless to apply unless a fidelity bond can be secured.)</i>									
Have you ever been convicted of a criminal offense, specifically involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)									
<input type="checkbox"/> Yes		<input type="checkbox"/> No		If so, state dates, place, court, where offense occurred, and judgment given. _____					
Do you understand that all applicants accepted for employment may be required to have a physical examination, (which is paid for by the bank and conducted by a doctor selected by the bank)? <input type="checkbox"/> Yes <input type="checkbox"/> No									

GIVE PERSONAL REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS

NAME / PHONE NUMBER	ADDRESS	OCCUPATION	YEARS KNOWN

SHOW PRESENT AND PAST EMPLOYMENT FOR THE PAST FIVE YEARS INCLUDING PART-TIME EMPLOYMENT

Employment Dates Month / Year	Employment	Salary		Type of Business	Title or Position	Describe Type of Work Done
		Start	Final			
From	Co. Name	\$	\$			
To	Address	Per	Per			
	ZIP					

Reason for leaving above position.

From	Co. Name	\$	\$			
To	Address	Per	Per			
	ZIP					

Reason for leaving above position.

From	Co. Name	\$	\$			
To	Address	Per	Per			
	ZIP					

Reason for leaving above position.

From	Co. Name	\$	\$			
To	Address	Per	Per			
	ZIP					

Reason for leaving above position.

From	Co. Name	\$	\$			
To	Address	Per	Per			
	ZIP					

Reason for leaving above position.

Have you been employed here before? Yes No Have you ever applied here before? Yes No

EDUCATIONAL BACKGROUND List any special schooling (extension, night, business, etc.)		From	To	Graduated	Diploma or Degree	Major and Minor Studies	Grade Averages
Grade School				X	X	X	
High School						X	
College							
Other							

Do you plan to continue your education?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If so, do you have outstanding at present any applications for admission to any school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, where?
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Check the appropriate space below to show experience or training in the skills or equipment named. Also name and briefly describe courses taken in school, present or past positions, or other experience that will especially fit you for the position for which you apply.

BOOKKEEPING ADDING MACHINE ACCOUNTING CREDIT INVESTIGATION TYPING (Speed) _____ WPM
 PROOF MACHINE COMPUTER OPERATOR SHORTHAND (Speed) _____ WPM OTHER _____

(A) I hereby agree to being fingerprinted before or during my employment and agree to my fingerprint record being processed by the FBI.

(B) I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

(C) I fully understand because of the nature of the business conducted by the institution that all information, whether written, spoken or otherwise communicated or obtained, and all files and records of any and every description relating to the business of the institution or to anyone with whom the institution has dealings, constitute privileged matters and are to be treated in a strictly confidential manner. I fully understand and agree that, should I enter the employ of the institution, I am not to, and will not at any time, communicate or reveal any business of the institution or any such information or records or files or the matters contained therein to unauthorized personnel within the institution, or to anyone outside the institution. I also understand that any violation of the foregoing shall be sufficient grounds for termination of my employment.

(D) In the event I am employed by the institution, I will comply with all rules and regulations as set forth in the institution's policy manual or other communications distributed to all employees.

(E) In the event I am employed by the institution, I hereby assent to a physical examination conducted by a physician selected by the institution. (Exam will be paid for by the institution.)

(F) I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

(G) I understand that in the event of suspected embezzlement, theft, or misappropriations, you will use polygraph testing in compliance with the Employee Polygraph Protection Act.

(H) I understand that if I am employed, a photograph may be later required for attachment to my personnel file.

(I) I hereby acknowledge that if I am offered a position, I will be required to undergo a drug screening test and may be required to undergo drug screening during my employment.

(J) I hereby acknowledge that I have read the above statements and understand the same.

Applicant's Signature

Application Date

(This is to advise you that your application for employment will be processed as quickly as possible. Public Law 91-508 requires that we advise you that a routine inquiry may be made during our initial or subsequent processing which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.)

SEPARATE AUTHORIZATION TO OBTAIN CONSUMER REPORT FOR EMPLOYMENT PURPOSES

For the purpose of evaluating my application for employment, I hereby authorize The Cottonport Bank and affiliated companies (here forward “the Bank”) to obtain a consumer (credit) report.

I further understand that, if hired, the Bank may, from time to time and for the purpose of evaluating my promotion, reassignment, or retention, request a subsequent consumer (credit) report. I authorize the Bank to do so at any time during my employment with the Bank.

In addition, the employee agrees to sign a limited power of attorney authorizing the bank to search any and all financial and account records of the employee should the bank deem it necessary.

Signature

Date

Printed Name

