

# Application for Employment

Long Form

MCS Bank  
19 N Brown Street  
Lewistown PA 17044

**Instructions:** It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name \_\_\_\_\_ Phone ( \_\_\_\_\_ )  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Position applied for \_\_\_\_\_

Social Security # \_\_\_\_\_

Shift preferred  1  2  3  Any

Expected pay \_\_\_\_\_

Would you accept full-time work?  Yes  No

Would you accept part-time work?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Have you ever been employed here?  No  Yes

If yes, please give dates \_\_\_\_\_

If you are under 18 years old, can you provide a work permit if required?  Yes  No

Are you legally eligible for employment in the United States?  No  Yes (If yes, proof is required if hired.)

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)?  
This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential functions" to respond.

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been fired or asked to resign from a job?  No  Yes

If yes, please explain \_\_\_\_\_

## Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Employment Experience

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Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yy) \_\_\_/\_\_\_ to (mm/yy) \_\_\_/\_\_\_ Hourly rate/salary: starting \_\_\_/\_\_\_ final \_\_\_/\_\_\_  
Work performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

## Educational Background

MCS Bank  
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**High School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**College:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Graduate School:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Vocational Training/Other:** \_\_\_\_\_ Location \_\_\_\_\_

Course of study \_\_\_\_\_ Did you graduate?  Yes  No Degree or diploma \_\_\_\_\_

**Continuing Education** \_\_\_\_\_

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I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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# MCS BANK

## Consent to Background and Reference Check

Applicant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I hereby authorize MCS Bank and/or its agents to investigate my background, references, character, past employment, consumer reports, education and criminal history record, which may be in any state or local files including those maintained by both public and private organizations, and all public records for the purpose of confirming the information contained on my application and/or obtaining other information that may be material to my qualifications for employment.

I hereby consent to MCS Bank's verification of all the information I have provided on my application form. I also agree to execute, as a condition of employment or a condition of continued employment, any additional written authorization necessary for MCS Bank to obtain access to and copies of records pertaining to this verification. I also hereby authorize MCS Bank's access to any medical histories or records pertaining to me (and to any other individuals who, due to my employment, may be covered by MCS Bank's medical or other insurance programs).

With regard to the foregoing, I hereby agree to release any person, company or other entity from any and all causes of action that otherwise may arise from supplying MCS Bank with information it requests pursuant to this consent. I understand that any false answers or misrepresentations by omission made by me on this application or any related documents will be sufficient for rejection of my application or for my immediate dismissal should such falsifications or misrepresentations be discovered after my employment.

A telephone facsimile (fax), electronic scan or photocopy of this consent shall be considered as valid as the original consent.

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Applicant Signature

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Date