

INTERNSHIP ***OPPORTUNITY***

Fill out this application and turn it in, along with your essay, to dhite@ecok.edu.
The essay prompt can be found on the last page in this pdf document.
If you have any question, please contact Dr Hite at the email provided above.



Employment Application

Submit documents to dhite@ecok.edu

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and / or employees are considered for hire, promotion, and job status without regard to race, color, religion, creed, sex, marital status, national origin, age, physical, or mental disability. Equal access to all programs is available to all persons. Those applicants requiring reasonable accommodation to the application and / or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____

Referral Source ☐ Employee ☐ Relative ☐ Job Fair ☐ Bank Program (such as Citizens for Tomorrow)
☐ Walk-in ☐ Former Employee ☐ Other _____

Name of Source (if applicable) _____

Name _____
First Middle Last

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Type of employment desired ☐ Full-Time ☐ Part-Time ☐ Temporary / Summer

What date are you available to start? _____

What is your desired salary or salary range? _____

If required, will you work? ☐ Overtime ☐ Saturdays ☐ Sundays

Are you at least 18 years old or if you are under 18 years old, are you able to furnish a work permit? ☐ Yes ☐ No

Have you submitted an application here before? ☐ Yes ☐ No

If yes, please give date(s) and position(s) _____

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

If yes, please give date(s) and position(s) _____

Are you legally eligible for employment in this country on an unrestricted basis? ☐ Yes ☐ No

Will you travel if the job requires it? ☐ Yes ☐ No

Have you ever pled guilty, no contest, or been convicted of a felony?* ☐ Yes ☐ No

If yes, please provide date(s) and details _____

*Answering "Yes" to this question does not constitute an automatic bar for employment. Factors such as date, seriousness, and nature of the offense, rehabilitation, and position applied for will be taken into consideration.

Employment History (Starting with your most recent employer)

Employer		Phone Number	
Address			
Date Started	Starting Salary	Starting Position	
Date Left	Ending Salary	Ending Position	
Job Duties			
Name and Title of Supervisor			
Reason for Leaving			
May we contact for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employer		Phone Number	
Address			
Date Started	Starting Salary	Starting Position	
Date Left	Ending Salary	Ending Position	
Job Duties			
Name and Title of Supervisor			
Reason for Leaving			
May we contact for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Employer		Phone Number	
Address			
Date Started	Starting Salary	Starting Position	
Date Left	Ending Salary	Ending Position	
Job Duties			
Name and Title of Supervisor			
Reason for Leaving			
May we contact for reference?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Educational Background

Name of School	Major	Graduated (Yes or No)	GPA
High School			
College or University			
College or University			
Other			

List any scholarships, academic honors, awards, or special achievements: _____

In addition to your work history, what other experiences, skills, or qualifications would especially fit you for work at our company? _____

Hours of Availability

Day of the Week	Hours Available
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

References

Please list name and telephone number of three work references that are not related to you and are not previous supervisors. If not applicable, please list three school or personal references that are not related to you.

Name	Relationship to Applicant	Telephone Number	Number of Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with Citizens Bank of Ada is true, complete, and correct.

I expressly authorize, without reservation, Citizens Bank of Ada, 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, resume, or job interview. I hereby waive any and all rights and claims I may have regarding Citizens Bank of Ada, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process, and all other persons, corporations, or organizations for furnishing such information about me. I understand that any misrepresentation or false information may be grounds for termination.

I understand that Citizens Bank of Ada does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law. I understand that applicants and / or employees are considered for hire, promotion, and job status without regard to race, color, religion, creed, sex, marital status, national origin, age, physical, or mental disability.

If I am hired, I understand that my employment is at-will which means that I am free to resign at any time, with or without cause and without prior notice, and Citizens Bank of Ada reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Citizens Bank of Ada is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President / CEO of Citizens Bank of Ada.

Except for the at-will policy, Citizens Bank of Ada reserves the right to modify any and all of our policies and / or practices at any time, with or without reason or advance notice in our sole discretion, including the right to change your compensation, hours, and / or working conditions.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that you will be requesting information from various federal, state, local, and other agencies (including all banks, financial institutions, businesses, employers, and credit reporting agencies) which maintain records concerning my past activities relating to my driving history, credit, criminal, civil, and other experiences. These reports may also include inquiries regarding my educational history and past work experiences and performance including reasons for termination of employment.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from Citizens Bank of Ada's service whenever it is discovered.

Do not sign until you have read the above Applicant's Statement.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant's Statement.

Applicant's Signature _____ Date _____

Essay Prompt

Write an essay answering each topic.

Attach completed essay it to the end of the employment application.

- 1. Describe your academic background, include your major (and specialization), your classification, your GPA, and any extra curricular activities.**
- 2. Discuss your educational and career goals.**
- 3. Describe how this internship will help you achieve your goals.**
- 4. Explain why you believe you are the best candidate for the internship.**