

F & M BANK EMPLOYMENT APPLICATION

F&M Bank ("the Bank") is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status, any disability as defined in the Americans With Disabilities Act, or for any other reason protected by State or Federal Law.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

PERSONAL INFORMATION

Date _____

Name _____ Home Phone (____) _____

Last First Middle

Cell Phone (____) _____ E-Mail Address _____

Present Address _____

No. Street City State Zip

Are you 18 years of age or older Yes No Would you be willing and able to relocate? Yes No

Are you willing to work overtime? Yes No Are you willing to travel if the job requires it? Yes No

Do you have the right to be employed in the United States? Yes No

Have you been convicted of (or pleaded no contest to) any crime within the last 10 years (excluding minor traffic violations)?

Yes No (Note: A conviction will not necessarily disqualify you from employment.)

If Yes, state the offense, location, date and disposition _____

Driver's License: State _____ Type _____ Currently Valid? Yes No

EMPLOYMENT DESIRED

Are you seeking Full-Time Part-Time Temporary or Seasonal Employment?

Position applied for _____ Salary Desired _____

Date available to start _____

Have you ever applied to the Bank before? Yes No Have you ever worked for the Bank before? Yes No

If Yes to either question, state when and where you applied/worked. _____

How did you learn of our Company and/or Position? _____

Are you now, or do you expect to be, working in any other business or job? Yes No

Are there any days or hours you would be unwilling or unable to work? Yes No

If yes, please specify those days and hours you would be unwilling or unable to work. _____

Is there any type of work which you will not perform? Yes No

If yes, please explain. _____

EDUCATION

Name, Address and Location	Graduate?	Courses Studied
High School/GED	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University	# of Years Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Major: Minor: Degree(s):
Trade School	# of Months Attended <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate:

Are you planning to pursue further studies? Yes No

Please describe any other special courses, seminars, or training which could enable you to perform the position for which you are applying.

RELIABILITY

Would you be willing and able to perform the essential functions of the job you are applying for? Yes No

Will you abide by the safety rules of the Bank? Yes No

Have you ever been disciplined for violating Company safety rules or regulations? Yes No

Consistent attendance and punctuality are essential requirements of every job in our Bank. Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No

If No, please explain _____

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

If Yes, please explain _____

Can you be bonded by the Bank's liability insurance? Yes No

For Company Use Only

WORK HISTORY

List the names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military and any periods of unemployment, self-employment or unpaid voluntary work. If self-employed, give firm name and supply business references.

DO NOT REFERENCE YOUR RESUME**PLEASE GIVE MONTH AND YEAR**

Current Employer Name: Address: City, State, Zip Code:	Name and Title of Last Supervisor:	Dates Employed		Pay
Telephone () - May we contact your present employer?	Reason for Leaving:	From: Mo: Year:	To: Mo: Year:	Starting \$ _____ Ending \$ _____
Position Title: Describe duties performed, skills used/learned, advancements/promotions earned:	Any other names (Alias) used:			
Employer Name: Address: City, State, Zip Code:	Name and Title of Last Supervisor:	Dates Employed		Pay
Telephone () - May we contact this employer?	Reason for Leaving:	From: Mo: Year:	To: Mo: Year:	Starting \$ _____ Ending \$ _____
Position Title: Describe duties performed, skills used/learned, advancements/promotions earned:	Any other names (Alias) used:			
Employer Name: Address: City, State, Zip Code:	Name and Title of Last Supervisor:	Dates Employed		Pay
Telephone () - May we contact this employer?	Reason for Leaving:	From: Mo: Year:	To: Mo: Year:	Starting \$ _____ Ending \$ _____
Position Title: Describe duties performed, skills used/learned, advancements/promotions earned:	Any other names (Alias) used:			
Employer Name: Address: City, State, Zip Code:	Name and Title of Last Supervisor:	Dates Employed		Pay
Telephone () - May we contact this employer?	Reason for Leaving:	From: Mo: Year:	To: Mo: Year:	Starting \$ _____ Ending \$ _____
Position Title: Describe duties performed, skills used/learned, advancements/promotions earned:	Any other names (Alias) used:			

SPECIAL SKILLSDo you type? Yes No Words Per Minute _____Are you fluent in a second language? Yes No Which language(s): _____

Please list all software programs in which you are proficient, indicating how many years work experience you have with each:

List other computer skills, programming languages, or computer training you have had:

List other technical training, skills or work experience which may qualify you for a job with the Bank:

Use this space below to describe why you are interested in working for our Bank and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

REFERENCES

Please provide three references who are not relatives or former employers

NAME	ADDRESS	PHONE NUMBER	RELATION

EQUAL EMPLOYMENT OPPORTUNITY POLICY

IT IS THE POLICY OF F&M BANK TO ENSURE AND PROMOTE EQUAL EMPLOYMENT OPPORTUNITY FOR ALL PERSONS EMPLOYED OR SEEKING EMPLOYMENT WITH THIS COMPANY WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR DISABILITY.

CONSENT AND UNDERSTANDING

I UNDERSTAND THAT MY EMPLOYMENT IS AT THE WILL OF THE BANK AND THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED FOR ANY OR NO REASON, AT ANY TIME, WITH OR WITHOUT NOTICE, AT THE OPTION OF EITHER THE BANK OR MYSELF. I UNDERSTAND THAT THIS APPLICATION IN NO WAY CONSTITUTES A CONTRACT OF EMPLOYMENT AND THAT COMPLETING THIS APPLICATION DOES NOT GUARANTEE EMPLOYMENT WITH THE BANK.

I UNDERSTAND THAT AS A CONDITION OF EMPLOYMENT, I MAY BE REQUIRED TO SUBMIT TO URINE TESTING PRIOR TO EMPLOYMENT, AND RANDOM AND AS-NEEDED TESTING THEREAFTER IN ORDER TO MAINTAIN A DRUG FREE WORKFORCE AND WORKPLACE.

SIGNATURE _____ DATE _____

AFFIDAVIT

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE BANK HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY AN AUTHORIZED BANK REPRESENTATIVE."

Applicant Signature_____
Date

INVITATION FOR SELF-IDENTIFICATION (AFFIRMATIVE ACTION SURVEY)

It is the policy of F&M Bank to provide equal employment opportunities to all individuals based on job-related qualifications and ability to perform a job without regard to age, gender, race, color, religion, national origin, disability, veteran, or any other legally protected status, and to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds. As an employer and federal contractor, we comply with government regulations and affirmative action responsibilities.

In order to help us comply with government record keeping, reporting and other legal requirements, we request that you complete this affirmative action survey. The completion of this form is voluntary. This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Government Agencies require periodic reports on the gender and ethnicity of applicants. This data is for analysis and affirmative action only. This information is voluntary and will be treated confidentially. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

Name: _____ Male _____ Female _____
Job For Which Application is Submitted: _____
Location Where You are Making Application: _____
Referred by: _____ Date: _____

Check one of the following:

- Hispanic or Latino** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White** (Not Hispanic or Latino). A person having origins in any of the original peoples of Europe, the Middle East, or North America.
- African American or Black** (Not Hispanic or Latino). A person with origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** (Not Hispanic or Latino). A person with origins in the any of the people of Hawaii, Guam, Samoa, or other Pacific Islands..
- Asian** (Not Hispanic or Latino). A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, Japan, Korea, the Philippines, Cambodia, Malaysia, Pakistan, Thailand and Vietnam.
- American Indian/Alaskan Native** (Not Hispanic or Latino). A person with origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.
- Two or More Races** (Not Hispanic or Latino). All persons who identify with more than one of the above five races.