



**Kishacoquillas Valley National Bank**  
 25 Gateway Drive  
 Reedsville, PA 17084  
 TEL: 717-667-9200  
 FAX: 717-667-9502

## Employment Application

**Instructions: Please print with ink or type.**

**Kish Bank is an Equal Opportunity/Affirmative Action Employer**

### Personal

Last Name:	First Name:	Middle Initial:	Social Security Number:
Address:	City:	State:	Zip Code: Phone:
Other phone number at which you can be reached:		How did you find out about Kish Bank:	

### Employment Interest

Type of position sought:	Type of employment:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Temporary
		<input type="checkbox"/> Part Time	
Geographical Preference (e.g. City, Location, Branch, etc.):			

### Employment History/Military Experience

List all jobs and activities, including part-time employment, self-employment and military. Complete this section even if you attach a resume. Account for all periods of employment/unemployment.

Employer (Present or Most Recent):	Street:	City:	State:	Zip Code:
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Supervisor (Name and Title):

Job Title and Description of your duties:

Employment Dates (Month and Year):	Final Salary Per Month/Year:	Reason for Seeking Other Employment:
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If presently employed, may we contact your employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at your present place of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give area code, telephone number, and extension:	

Employer (Present or Most Recent):	Street:	City:	State:	Zip Code:
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Supervisor (Name and Title):

Job Title and Description of your duties:

Employment Dates (Month and Year)	Final Salary Per Month/Year:	Reason for Seeking Other Employment:
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Employer (Present or Most Recent):	Street:	City:	State:	Zip Code:
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Supervisor (Name and Title):

Job Title and Description of your duties:

Employment Dates (Month and Year):	Final Salary Per Month/Year:	Reason for Seeking Other Employment:
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### Education

High School/GED	City, State:	Grade Completed:	Curriculum:
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College/Business/Trade School	City, State:	Average Grade:	Number of Years Completed:	Degree Earned: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Graduate/Professional	City, State:	Average Grade:	Number of Years Completed:	Degree Earned: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**References**

List three character, professional, or business references (not previous employers or relatives).

**Name and Address:**

**Telephone:**

**Position and Organization:**

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**Professional Registrations/Licenses**

Indicate states where licensed:

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**Skills** (For Clerical Applicants Only):

Typing w.p.m.:

Shorthand w.p.m.:

Office equipment operated:

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**Please read the following paragraphs before you sign this application.**

**Conditions of Employment.** If I am given employment now or in the future, either in the position for which I am applying or in any other position, I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

If I am hired, I am required to verify that I am authorized to work in the United States. I must present this documentation within three days of my employment date.

**Fingerprinting.** Federal Law regulates the employment of certain individuals if they have been convicted of or pleaded guilty to specified crimes; however, conviction or guilty plea will not automatically bar employment.

If I am hired, I will be fingerprinted. Fingerprints that are taken are sent to the FBI for identification and the FBI provides a record of any criminal convictions.

Have you ever pleaded guilty to or have been convicted of any crime other than a traffic violation?  Yes  No

If yes, give details:

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**Background Investigations.** I authorize whatever inquiries Kishacoquillas Valley National Bank or its subsidiary, Kish Agency, Inc. deems necessary to any person, educational institution, company to verify any of the information given in this employment application or in connection with it, and to otherwise determine my qualifications and abilities; I release such persons, educational institutions, companies or other organizations from any liability due to responding to Kish Bank's inquiries.

I also understand that my application may be rejected and my employment may be terminated at any time for any false or incomplete information given by me in connection with it.

Signature. Please read before signing to ensure that all questions on this application have been answered correctly. If you have any questions regarding this or any form, please ask them before signing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.  Yes  No

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## VOLUNTARY EEO IDENTIFICATION

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Various agencies of the United States Government require employers to maintain information on applicants pertaining to factors such as race, sex, and type of position for which an individual applies. The information requested on this sheet is for compliance with certain record keeping requirements. The Company believes all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants for employment because of race, color, sex, religion, national origin, disability, veteran status, age, marital status or any other protected group status.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

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Position Applied For: \_\_\_\_\_

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Social Security Number: \_\_\_\_\_ Date of Birth (mm/dd/yy): \_\_\_\_\_ Sex:  Male  Female

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### Race/Ethnic Data

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White (Non-Hispanic)  Asian or Pacific Islander  American Indian or Alaskan Native  
 Black (Non-Hispanic)  Hispanic

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Regulations issued by the U.S. Department of Labor with respect to disabled individuals, disabled veterans, and Vietnam Era veterans require that federal contractors provide an opportunity for self-identification to candidates seeking employment. Such self-identification is submitted on a voluntary basis, on a confidential basis, for use only in accordance with regulations, and without subjecting the individual to adverse treatment.

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### Disabled/Veteran Classification(s)

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Disabled Person  Vietnam Era Veteran  Special Disabled Veteran (30% or more disabled)

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### Explanation of The Categories

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**White (Non-Hispanic origin):** Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

**Black (non-Hispanic):** Persons having origins in any of the black racial groups of Africa.

**Asian or Pacific Islander:** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands or the Indian subcontinent including, for example, China, Japan, Korea, the Philippines, Samoa, India, and Pakistan.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of the race.

**American Indian or Alaskan Native:** Persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

**Disabled Individual:** Federal regulations define a disabled person as one who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a history of such impairment, or (3) is regarded as having such an impairment.

**Vietnam Era Veteran:** Federal regulations define a veteran of the Vietnam Era as one who (1) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.

**Special Disabled Veteran:** Federal regulations define a special disabled veteran as one who (1) is entitled to compensation under laws administered by the Veteran's Administration for a disability rated 30% or more, or (2) was discharged or released from active duty because of a service-connected disability.

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**AN EQUAL OPPORTUNITY EMPLOYER**

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**NOTIFICATION and AUTHORIZATION FORM**  
**for EMPLOYMENT CREDIT REPORT**

I authorize Kishacoquillas Valley National Bank or its subsidiary, Kish Agency, Inc. to obtain a credit report on myself through the credit reporting agency of its choice. If employed I further authorize Kishacoquillas Valley National Bank to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partially to the information on the credit report, Kishacoquillas Valley National Bank will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

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Signature

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Date



**AUTHORIZATION FORM**  
**for BACKGROUND INVESTIGATIONS**

I authorize Kishacoquillas Valley National Bank or its subsidiary, Kish Agency, Inc. to conduct an investigation into my background which may include references from present and prior employers and personal acquaintances; and criminal, military and educational records. I understand that inquiries will be limited to information necessary to arrive at an employment decision.

I will not hold any individual liable for the release of the above requested information to Kishacoquillas Valley National Bank.

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Signature

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Date