

EMPLOYMENT APPLICATION

EMPLOYMENT RECORD (LIST PRESENT OR RECENT EMPLOYER FIRST) AND INCLUDE VOLUNTEER WORK:

Firm Name:	Type of Business:	Address of Firm:		
Supervisor's Name:	Supervisor's Title:	Supervisor's Phone:	If currently employed, may we contact for reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Held:	Starting Salary:	Ending Salary:	Starting date: Month ____ Year ____	Ending date: Month ____ Year ____ Hours worked per week: _____

Describe duties and responsibilities:				
				Reason for leaving:

Firm Name:	Type of Business:	Address of Firm:		
Supervisor's Name:	Supervisor's Title:	Supervisor's Phone:	If currently employed, may we contact for reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Held:	Starting Salary:	Ending Salary:	Starting date: Month ____ Year ____	Ending date: Month ____ Year ____ Hours worked per week: _____

Describe duties and responsibilities:				
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Firm Name:	Type of Business:	Address of Firm:		
Supervisor's Name:	Supervisor's Title:	Supervisor's Phone:	If currently employed, may we contact for reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Held:	Starting Salary:	Ending Salary:	Starting date: Month ____ Year ____	Ending date: Month ____ Year ____ Hours worked per week: _____

Describe duties and responsibilities:				
				Reason for leaving:

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List special abilities and qualifications you possess that pertain to the position for which you are applying. Include job related certifications, membership in professional societies, and publications.	
	Secretarial/Clerical Typing speed: ____(wpm)
	Word processing: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Shorthand/Speedwriting: _____(wpm)

EDUCATIONAL DATA:

High School	Name:	Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	Did you receive a High School Diploma/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address:		
Technical or Business School	Name:	Circle number of years completed 1 2 3 4	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No Major subject:
	Address:	Credited hours completed _____	Degree:
College/University	Name:	Circle number of years completed 1 2 3 4	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No Major subject:
	Address:	Credited hours completed _____	Degree:
College/University	Name:	Circle number of years completed 1 2 3 4	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No Major subject:
	Address:	Credited hours completed _____	Degree:

I, _____ (print name) promise to furnish any official information requested concerning my educational background listed in this application or on my resume. I will supply a copy of my diploma, transcripts, current class schedule, etc. to The Delaware County Bank & Trust Company if required.

Any and all information that I have listed in this application or on my resume is in fact true and up-to-date.

In consideration of my employment, I agree to conform to the rules and regulations of the employer and my employment and compensation can be terminated with or without cause and with or without notice at any time, at my option, or the option of the employer. I understand that no employee or other representative of the employer (other than the President or the Human Resources Director) has any power or authority to enter into any agreement for employment for any specified period of time or to make any agreement contract to the foregoing.

I authorize investigation as to my record with any, or all of the references, former employers, credit bureau and police agencies with no liability arising therefrom. I understand that any false information on both sides of this application and any attachments to this application will be sufficient for dismissal whenever discovered.

Applicant's Signature

Date

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PRE-EMPLOYMENT TESTING POLICY

July 2002

Scope: This policy applies to all applicants of DCB&T

Candidates you are applying for non-managerial positions are required to take a series of assessment tests that measure skills and abilities. The test results are combined with other sources of information, such as application, previous work experience, and references to determine which candidates are qualified for specific positions at The Delaware County Bank & Trust Company.

I hereby understand that if selected for an interview, I will be asked to complete pre-employment testing as stated in the above policy.

Applicant's Signature

Date

EMPLOYMENT-AT-WILL/ TERMINATION POLICY

Each employee is employed "at will" with DCB&T for an indefinite period of time. Employment is voluntary and is subject to termination by the employee or DCB&T, with or without cause, with or without notice, and for any reason at any time. Nothing in DCB&T policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of any DCB&T employee.

This policy shall not be modified by any officer or employee and shall not be modified in any publication, document or other material. Except for a written employment agreement approved and signed at the discretion of the President or the Board of Directors, whichever is applicable, no document shall create an expressed or implied contract of employment for a definite period of time. Any of the Human Resources polices are not intended to be a contract of employment.

Applicant's Signature

Date

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APPLICANT STATISTICS

DATE _____

NAME _____ SOCIAL SECURITY NUMBER _____
Last First Middle/Maiden

The following information is used to monitor our Applicant Statistics for the Equal Employment Opportunity Commission's Report and is not for use in considering you for employment with The Delaware County Bank & Trust Company. The information you are being asked to provide is the result of a federal requirement under Executive Order 11246. It will be maintained in the Human Resources Office, and will be used for reporting applicant flow statistics. Completing this information is voluntary and does not affect the status of your application.

POSITION APPLIED FOR _____
Title

SEX Male Female
AGE 16-17 18-29 30-39 40+
RACE White Black or African American Hispanic or Latino
 Asian Am. Indian Two or more races
 Native Hawaiian or other Pacific Islander Other

MILITARY SERVICE:

United States military veteran? Yes No
Vietnam Era veteran? (8/5/64 to 5/7/75) Yes No
Military disabled veteran? Yes No

DISABILITY STATUS INFORMATION

The Delaware County Bank & Trust Company, in complying with Federal Regulations regarding employees with disabilities will consider making accommodations if an applicant requests. If an applicant would like to be considered for accommodations under Federal Regulations after the applicant receives an employment offer, please fill out the information below. Submission of this information is **voluntary**. Information obtained concerning individuals shall be kept confidential except that: (i) supervisors and managers may be informed regarding restriction on the work or duties of disabled individuals, and regarding necessary accommodation, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials investigating compliance with the Act, shall be informed.

Describe the disability:

Does your condition or disability limit your ability to perform the job applied for? Yes No
If YES, what can be done to accommodate your limitation?
