



BANK OF LITTLE ROCK

Application for Employment

Bank of Little Rock is an equal opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation, disability, arrest/conviction record, or any other status protected under the law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed. Please contact Human Resources if you need an accommodation to participate in the application process at (501) 376-0800.

Position Applied For:				
Date Available to Start Work:				
Days/Hours Available to Work:				
Mon.:	Tue.:	Wed.:	Thu.:	Fri.:

PERSONAL DATA		
Name:		
Address:		
Social Security Number:		
Desired salary range:		
Daytime Phone: ()	Evening Phone: ()	E-mail:

GENERAL INFORMATION

<p>1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Have you ever been employed by this company in the past? If yes, please give dates of employment, positions held, and state your name while employed, if different from present name:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Do any of your friends or relatives work at this company? If yes, please state who:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>6. If hired, can you furnish proof that you are eligible to work in the United States? (Proof of citizenship or immigration status will be required.) If no, please explain:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>7. Have you been convicted of a misdemeanor or felony, except for minor traffic offenses, or released from prison in the past 7 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>8. How did you hear about the position you are applying for? (Example: Newspaper, Internet, etc.)</p>		

DO NOT ANSWER QUESTIONS 9 OR 10 IF A JOB DESCRIPTION IS NOT ATTACHED!

9. Are you able to perform the tasks listed on the attached job description with or without an accommodation?

☐

Yes

☐

No

10. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

EDUCATIONAL DATA

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE? YES or NO	DEGREE / DIPLOMA / CERTIFICATE	MAJOR COURSE OF STUDY
HIGH SCHOOL	CHECK HIGHEST GRADE COMPLETED <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING				
COLLEGE OR UNIVERSITY				
GRADUATE SCHOOL				
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

EMPLOYMENT HISTORY

PRESENT & FORMER EMPLOYERS

IS RESUME ATTACHED? ☐ Yes ☐ No

List Present or Most Recent Employer First – *Please complete only if a resume is **not** attached.*

Attach additional sheet if necessary.

Company Name:	Dates of Employment: From _____ to _____
Address:	Supervisor (and phone number, if known):
City, State, Zip:	Your name when employed, if different from present:
Job Title & Duties:	Reason for Leaving:
Final Salary: \$ _____ per _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:	Dates of Employment: From _____ to _____
Address:	Supervisor (and phone number, if known):
City, State, Zip:	Your name when employed, if different from present:
Job Title & Duties:	Reason for Leaving:
Final Salary: \$ _____ per _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Company Name:	Dates of Employment: From _____ to _____
Address:	Supervisor (and phone number, if known):
City, State, Zip:	Your name when employed, if different from present:

Job Title & Duties:	Reason for Leaving:				
Final Salary: \$ _____ per _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<p>Please account for any time you were not employed after leaving school in the past 7 years (You need not list any unemployment periods of one month or less):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black; vertical-align: bottom;"><u>Time Period(s)</u></td> <td style="width: 50%; border-bottom: 1px solid black; vertical-align: bottom;"><u>Reason(s) for Unemployment</u></td> </tr> <tr> <td style="height: 150px;"></td> <td></td> </tr> </table> <p style="margin-top: 20px;">If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.</p>		<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>		
<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>				

REFERENCES – LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS

NAME	ADDRESS	CITY, STATE, ZIP	PHONE NUMBER	OCCUPATION

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING.

Initials

	By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Bank of Little Rock if discovered at a later date. I agree to immediately notify Bank of Little Rock if I should be charged with a criminal offense while my job application is pending.
	I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Bank of Little Rock in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.
	If offered a job, I give permission for a drug test and I consent to the release to the company of any medical information, as may be deemed necessary by the company in judging my capability to perform the essential functions of the job for which I am applying (with or without a reasonable accommodation).
	I understand that, if hired, I may not hold employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Bank of Little Rock.
	I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is at-will, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President of Bank of Little Rock is authorized to modify the at-will status of an associate and that any changes must be in writing.

Signed:	Date:
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FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks: (include interviewer & date)	
Employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Employment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	
Hourly Rate / Salary:	
Department:	
By: (include name, title & date)	

Disclosure and Authorization *(updated 02/2022)*

Disclosure: Bank of Little Rock may obtain "consumer reports" about you from a consumer reporting agency for employment purposes. A "consumer report" is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses and other information about you. It may bear upon your character, general reputation, personal characteristics and/or mode of living.

Additional Notice: Bank of Little Rock may also perform or request an "investigative consumer report" on you from a consumer reporting agency. An "investigative consumer report" is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an investigative consumer report on you for Bank of Little Rock is Paycom, 7501 West Memorial Road, Oklahoma City, OK 73142, (833)927-1465. The information contained in an investigative consumer report may bear upon your character, general reputation, personal characteristics and/or mode of living.

Please be advised that the nature and scope of the most common form of investigative consumer report that may be performed or ordered by Bank of Little Rock is an investigation into your employment history. During such an investigation, questions may be asked about your employment history to certain knowledgeable individuals.

Note: You have the right to request additional information regarding the nature and scope of any "investigative consumer report" performed or ordered by Bank of Little Rock on you. You may do so by contacting Bank of Little Rock.

Please provide the following information to identify yourself for Bank of Little Rock:

Printed Name: _____
first middle last maiden

Other names used: _____

Current and former addresses:

From mo/yr to mo/yr street city state zip

From mo/yr to mo/yr street city state zip

From mo/yr to mo/yr street city state zip

Date of Birth: _____ **Social Security #** _____

Driver's License # _____ **State:** _____ **Name on License:** _____

Email Address (PLEASE PRINT CLEARLY!): _____

Authorization: By signing below, I acknowledge that I have read and understand the disclosure, notice and note above. I acknowledge the information I provided above is true and correct. I also acknowledge receipt of the following separate document and certify that I have read and understand it: **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** (see next page).

By signing below, I also authorize Bank of Little Rock to obtain any necessary consumer reports or investigative consumer reports about me for employment purposes at any time during the hiring process and throughout my employment if applicable.

Signature

Date

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington DC 20552.

A Summary of Your Rights under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

☐ **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.

☐ **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- ☐ a person has taken adverse action against you because of information in your credit report;
- ☐ you are the victim of identity theft and place a fraud alert in your file;
- ☐ your file contains inaccurate information as a result of fraud;
- ☐ you are on public assistance;
- ☐ you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

☐ **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

☐ **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

☐ **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

☐ **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

☐ **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

☐ **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

☐ **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

☐ **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

☐ **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

For Information about your Federal rights contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center PO Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>

3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area Supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 (877) 382-4357