



# 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
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):	
<u>Time Period(s)</u>	<u>Reason(s) for Unemployment</u>
If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.	

**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.)

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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.

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**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

**Disclosure:** We (BANK OF LITTLE ROCK) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports will include information about your character, general reputation, personal characteristics, and mode of living. We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is General Information Services, Inc. GIS's address is P.O. Box 353, Chapin, SC 29036. GIS's telephone number is (866) 265-4917. GIS's website is at [www.geninfo.com](http://www.geninfo.com). To prepare the reports, GIS may investigate your education, work history, professional licenses and credentials, references, criminal record, lawsuits, driving record, credit history, and any other records with public or private information sources. You may inspect GIS's files about you (in person, by mail, or by phone) by providing identification to GIS. If you do, GIS will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification. If GIS obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed. The Federal Trade Commission provides a summary statement of your rights on its website at <http://www.ftc.gov/credit>.

**Personal Information:** Please print the information requested below to identify yourself for our agency.

Printed name:

\_\_\_\_\_  
First Middle Last Maiden

Other names used: \_\_\_\_\_

Current and former addresses:

_____	<b>current</b>	_____	_____
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

Some government agencies and other information sources require the following information when checking for records. Our agency will not use it for any other purposes.

_____	_____
Date of birth	Social security number
_____	_____
Driver's license number & state	Name as it appears on license

**Report Copy:** If you are applying for a job or live in California, Minnesota, or Oklahoma, you may request a copy of the report by checking this box: .

**Authorization:** By signing below, you authorize: (a) GIS to request information about you from any public or private information source; (b) anyone to provide information about you to GIS; (c) GIS to provide us one or more reports report based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. You acknowledge receiving the Federal Trade Commission's "Summary of Your Rights under the Fair Credit Reporting Act." You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

**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.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “pre-screened” 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 1-888-5-OPTOUT (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.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA; Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency; Compliance Management, Mail Stop 6-6; Washington, DC 20219; 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH); P O Box 1200; Minneapolis, MN 55480; Telephone: 888-851-1920; <a href="http://www.federalreserveconsumerhelp.gov">www.federalreserveconsumerhelp.gov</a> ; <a href="mailto:Consumer-Help@FederalReserve.gov">Consumer-Help@FederalReserve.gov</a>
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision; Consumer Complaints; Washington, DC 20552; 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration; 1775 Duke Street; Alexandria, VA 22314; 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation; Consumer Response Center, 2345 Grand Avenue, Suite 100; Kansas City, Missouri 64108-2638; 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation; Office of Financial Management; Washington, DC 20590; 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture; Office of Deputy Administrator – GIPSA; Washington, DC 20250; 202-720-7051