



203 This Way, Lake Jackson, Texas 77566 • 979-297-7211

## Application for Employment

PLEASE PRINT AND COMPLETE THIS APPLICATION IN ITS ENTIRETY

PERSONAL INFORMATION				
<b>NAME:</b>	<i>Last</i>	<i>First</i>	<i>Middle</i>	
<b>ADDRESS:</b>	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
<b>TELEPHONE:</b>	<i>Home</i>	<i>Cell</i>	<b>SOCIAL SECURITY NUMBER:</b>	
<b>DATE OF APPLICATION:</b>		<b>POSITION APPLIED FOR:</b>		
<b>E-MAIL ADDRESS:</b>				

Are you at least 18 years of age or older?  Yes  No  
*You will be required to provide authorization to work.*

Are you legally eligible to work in the United States?  Yes  No  
*Proof of citizenship or immigration will be required upon employment.*

Have you ever been employed with us before? Yes  No   
*If so, when? \_\_\_\_\_*

Have you ever filed an application with us before?  Yes  No  
*If so, when? \_\_\_\_\_*

Are you currently employed?  Yes  No

May we contact your present employer (if currently employed)?  Yes  No

Can you travel as may be required for seminars, between branches, etc.?  Yes  No

Have you been convicted of a felony or received deferred adjudication on a felony charge within the last seven years?  Yes  No

*A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.*

**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 the essential functions of this job for which you have applied, with or without reasonable accommodation?

Yes

No

**EMPLOYMENT DESIRED**

Position Desired: \_\_\_\_\_

Full Time

Reduced Full Time

Part-time

Hourly Rate/Salary Desired: \_\_\_\_\_

At which of our locations would you be available to work?

Angleton

Clute

Freeport

Lake Jackson

West Columbia

Friendswood

Houston – S. Voss

Houston – West U

Houston – City Centre

**EDUCATION**

EDUCATION HISTORY	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	GRADUATED
HIGH SCHOOL			YES
			NO
COLLEGE			YES
			NO
COLLEGE			YES
			NO
GRADUATE SCHOOL			YES
			NO
OTHER			YES
			NO

Do you speak a language other than English?

Yes

No

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently?

Fair

Good

Excellent

Do you write in a language other than English?

If yes, which language(s) \_\_\_\_\_

Yes

No

**ADDITIONAL EXPERIENCE  
OR QUALIFICATIONS**

List any other experience, skills or other qualifications which you believe should be considered in evaluating your qualifications for employment.

List office equipment, software programs, etc., that you wish to be considered in evaluating your qualifications for employment.

Please indicate any prior military service which you would like considered in connection with your application for employment.

**IMPORTANT STATEMENT**

Regular attendance and reliability are considered essential job functions of every position within the bank. As department/position needs vary, required days and hours of each position will be addressed in the interview process. Please be prepared to discuss your availability and any responsibilities that you have that may interfere with those days/hours.

**EMPLOYMENT HISTORY**  
 Start with your present or most recent position

<b>Name of Employer</b>		Telephone Number	
Location (City and State)		Supervisor's Name and Title	
<b>Dates Employed</b> From	To	Beginning Rate of Pay	Final Rate of Pay
<b>Job Title:</b>			
<b>Work Performed:</b>			
<b>Specific reason for separation:</b>			

<b>Name of Employer</b>		Telephone Number	
Location (City and State)		Supervisor's Name and Title	
<b>Dates Employed</b> From	To	Beginning Rate of Pay	Final Rate of Pay
<b>Job Title:</b>			
<b>Work Performed:</b>			
<b>Specific reason for separation:</b>			

<b>Name of Employer</b>		Telephone Number	
Location (City and State)		Supervisor's Name and Title	
<b>Dates Employed</b> From	To	Beginning Rate of Pay	Final Rate of Pay
<b>Job Title:</b>			
<b>Work Performed:</b>			
<b>Specific reason for separation:</b>			

<b>Name of Employer</b>		Telephone Number	
Location (City and State)		Supervisor's Name and Title	
<b>Dates Employed</b> From	To	Beginning Rate of Pay	Final Rate of Pay
<b>Job Title:</b>			
<b>Work Performed:</b>			
<b>Specific reason for separation:</b>			

If you need additional space, please continue on a separate sheet of paper.

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Texas Gulf Bank, N.A., provides equal employment opportunity to all employees and applicants for all positions and will ensure that all personnel actions are administered without regard to race, color, religion, national origin, sex, veteran status, disability or other legally protected status pursuant to any federal, state and/or local laws.

If you believe that you have been discriminated against under any of the above laws, you should immediately contact: The U.S. Equal Employment Opportunity Commission (EEOC), 1801 L Street, N.W., Washington, D.C., 20507 or an EEOC field office by calling toll free 800-669-EEOC. For individuals with hearing impairments, EEOC's toll free TTD number is 800-800-3302.

### PROFESSIONAL REFERENCES

Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number
Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number
Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number

How did you learn about Texas Gulf Bank?

Walk In

Employment Agency

Bank Employee \_\_\_\_\_

Friend/Relative \_\_\_\_\_

Advertisement Source \_\_\_\_\_

Other \_\_\_\_\_

## NOTIFICATION AND AGREEMENT

### PLEASE READ BEFORE SIGNING

**I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS ON THIS APPLICATION MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT, AND IF NOT DISCOVERED BY THE BANK UNTIL AFTER MY BECOMING EMPLOYED, IS GROUNDS FOR, AND MAY RESULT IN, MY IMMEDIATE TERMINATION.**

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Texas Gulf Bank, N.A., 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. I further understand that the "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 Texas Gulf Bank, N.A. I understand that completion of this application does not guarantee that I have/will be employed by the Bank.

I understand and acknowledge that Texas Gulf Bank, N.A., will conduct a criminal background check. A conviction will not necessarily disqualify me from employment.

Texas Gulf Bank, N.A., has a Substance Abuse Prevention Policy which is a condition of employment. Once offered employment and accepted, I acknowledge that I will be required to submit to an alcohol/drug test at a medical facility designated by the Bank and within the timeframe specified by the Bank. Failure to submit to drug testing within the specified timeframe will automatically rescind any offer previously stated. Continued employment will be based on an employee successfully passing the Bank's alcohol/drug test as well as compliance with the Bank's Substance Abuse Prevention Policy.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_