



P.O. Box 3129 · Gettysburg, PA 17325 · 888/334-ACNB (2262)  
Adams County National Bank · Wholly-Owned Subsidiary of ACNB Corporation

## APPLICATION FOR EMPLOYMENT

**Adams County National Bank** is an equal opportunity employer and does not discriminate in hiring or employment based on race, color, creed, religion, sex, age, marital status, national origin, or the presence of a protected disability.

*Please print the information on this form.*

Position(s) Applied For \_\_\_\_\_ Date of Application \_\_\_\_\_

Referral Source

Advertisement       Walk-In       Private Employment Agency       Employee

Relative       School       Other \_\_\_\_\_

Name of source, if applicable \_\_\_\_\_

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Length of time at this address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Cellular Number or Other \_\_\_\_\_ E-mail Address \_\_\_\_\_

May we contact you at work?  Yes     No

If yes, work number and best time to call \_\_\_\_\_

Have you submitted an application here before?  Yes     No

If yes, give date(s) and position(s) \_\_\_\_\_

Have you ever been employed here before?  Yes     No

If yes, give date(s) and position(s) \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the U.S.?  Yes     No

Date available for work \_\_\_\_\_ Desired salary range \_\_\_\_\_

Type of employment desired

Full-time     Part-time     Temporary     Seasonal     Educational Co-op

Are you related to anyone working at the Bank?  Yes  No

If yes, provide name and relationship \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

**MILITARY SERVICE RECORD**

Have you ever served in the Armed Forces of the United States?  Yes  No

If yes, provide branch of service and dates served \_\_\_\_\_

Indicate training and/or work experience that may be relevant to the position for which you are applying \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT INFORMATION**

Provide the following information of your past and current employers, assignment or volunteer activities, starting with the most recent. Explain any gaps in employment in the section below.

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address, City, State and Zip Code \_\_\_\_\_

Starting Job Title/Final Job Title \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference?  Yes  No

Dates Employed \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting \_\_\_\_\_ Final \_\_\_\_\_

Summarize the type of work performed and job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone Number \_\_\_\_\_

Address, City, State and Zip Code \_\_\_\_\_

Starting Job Title/Final Job Title \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference?  Yes  No

Dates Employed

Hourly Rate/Salary

From \_\_\_\_\_ to \_\_\_\_\_

Starting \_\_\_\_\_ Final \_\_\_\_\_

Summarize the type of work performed and job responsibilities \_\_\_\_\_

\_\_\_\_\_

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Employer

Phone Number

Address, City, State and Zip Code

\_\_\_\_\_

Starting Job Title/Final Job Title \_\_\_\_\_

Name and Title of Immediate Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

May we contact for reference?  Yes  No

Dates Employed

Hourly Rate/Salary

From \_\_\_\_\_ to \_\_\_\_\_

Starting \_\_\_\_\_ Final \_\_\_\_\_

Summarize the type of work performed and job responsibilities \_\_\_\_\_

\_\_\_\_\_

### EDUCATION INFORMATION

Name and location of High School, Prep School or GED

\_\_\_\_\_

Years Completed \_\_\_\_\_

Did you graduate?  Yes  No

Name(s) and location(s) of College(s) Attended

\_\_\_\_\_

\_\_\_\_\_

Years Completed \_\_\_\_\_

Did you graduate?  Yes  No

Diplomas, Degrees, Licenses or Certificates Earned

Course of Study

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **APPLICANT STATEMENT**

I certify that all information I have provided is true complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application or to immediately discharge me whenever it is discovered.

I expressly authorize Adams County National Bank to contact and obtain information from employers, credit bureaus, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Adams County National Bank for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that Adams County National Bank does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable law.

If I am hired, I understand that my employment is at will and that I am free to resign at any time, with or without cause and without prior notice, and Adams County National Bank reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period definite duration. I understand that no supervisor or representative is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

### **Do Not Sign Until You Have Read The Above Applicant Statement**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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Signature of Applicant

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Date

## AFFIRMATIVE ACTION APPLICANT INFORMATION FORM

Adams County National Bank is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, or veteran status. As required by law, we must record certain applicant information to be made part of our Affirmative Action Plan. This information will be used only in the compilation of data for affirmative action record keeping and reporting requirements.

Completion of the form is STRICTLY VOLUNTARY. Failure to provide this information will not jeopardize or adversely affect your opportunity for employment. Your cooperation is appreciated. Responses will remain confidential and will be kept separately from your Application for Employment.

Adams County National Bank values diversity and actively encourages women and minorities to apply.

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

Position(s) Applied For \_\_\_\_\_

### Referral Source

- Advertisement       Walk-In       Private Employment Agency       Employee Referral  
 Relative       School       Other \_\_\_\_\_

Name of source, if applicable \_\_\_\_\_

### Race or Ethnicity

- Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

### Gender

- Male       Female