



**APPLICATION FOR EMPLOYMENT**

<b>P E R S O N A L</b>	Last Name	First	Middle	Date
	Street Address			Home Telephone
	City, State Zip			Business Telephone
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year			Social Security #
	Position Desired			Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you legally eligible for employment in the United States?			When will you be available to begin work?
Other special training or skills:				

<b>E D U C A T I O N</b>	School	Name and Location of School	Course of Study	No of Yrs completed	Did you Graduate?	Degree or Diploma?
	Graduate					
	College					
	Business/ Trade/ Technical					
	High School					


<b>Additional Information</b>	
Membership in professional and civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin.)	

# EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

<b>1</b>	Company Name	Telephone
	Address	Employed - (Month and Year) From                      To
	Name & Phone of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your work	Reason for Leaving

<b>2</b>	Company Name	Telephone
	Address	Employed - (Month and Year) From                      To
	Name & Phone of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your work	Reason for Leaving

<b>3</b>	Company Name	Telephone
	Address	Employed - (Month and Year) From                      To
	Name & Phone of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your work	Reason for Leaving

<b>4</b>	Company Name	Telephone
	Address	Employed - (Month and Year) From                      To
	Name & Phone of Supervisor	Weekly Pay Start                      Last
	State Job Title and Describe Your work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	<b>DO NOT CONTACT</b>
Employer # _____ Reason _____	

<b>Additional Skills/Knowledge Beneficial to This Position</b> PC Knowledge, Software Programs, Office Equipment



Reference and Consumer Reports Authorization

Applicants Signature

Please read and understand the following statements before signing your application:

Consumer Report Notification & Authorization

I understand that, in processing my application, consumer reports may be obtained from consumer reporting agencies such as law enforcement or other government agencies solely for employment purposes. Consumer reports may include, but are not limited to, reports containing information on credit history, employment history, motor vehicle records, criminal background, and personal references. It is my right under the "Fair Credit Reporting Act" (FCRA) to request additional information on the nature of the consumer report.

I agree that any decision to hire me is contingent upon the results of my consumer report. Landmark Community Bank, N.A. will provide me with a copy of the consumer report and a summary of my rights under the "Fair Credit Reporting Act" before taking any adverse action based, in whole or in part, on information contained in the consumer report.

By this document, Landmark Community Bank, N.A. has disclosed to me that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during my employment.

I hereby provide Landmark Community Bank, N.A. with written authorization to obtain a consumer report as part of the pre-employment background investigation. If hired, this authorization will remain on file and will serve as an ongoing authorization for Landmark Community Bank, N.A. to obtain consumer reports at any time during my employment period.

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

The application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

The application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statements.

Print Full Name

Date Signed

Signature

[ ] Please check if you would like to receive a copy of the consumer report.

Please request A Summary of Your Rights Under FCRA if one is not provided with your application.

**To Applicants: Please keep this Summary for your reference.**

## A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS REGARDING  
PLEASE CONTACT**

CRA's, creditors and others not listed below  
Federal Trade Commission  
Consumer Response Center- FCRA  
Washington, DC 20580 \* 202-326-3761

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 Board  
Division of Consumer & Community Affairs  
Washington, DC 20551 \* 202-452-3693

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 Programs  
Washington D.C. 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 \* 703-518-6360

State-chartered banks that are not members of the Federal Reserve System  
Federal Deposit Insurance Corporation  
Division of Compliance & Consumer Affairs  
Washington, DC 20429 \* 800-934-FDIC

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