



BancCentral NA
604 Flynn St
Alva, OK 73717
580-327-1122

APPLICATION FOR EMPLOYMENT

First Name	Last Name	Date of Application: / /
Address: Street, City, State, Zip		
Cell Phone	Home Phone	Email
Position Applied For:		Driver License and State

Type of employment desired: Full time Part time Internship
 Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No
 Will you work overtime if required? Yes No

Referral Source: _____

Examples: Advertisement, Company Website, School, Job fair, Staffing agency, Gov't Employment site, Employee, Customer, Other

Have you previously applied with BancCentral? Yes No If Yes, month and year: _____

Have you ever been employed with BancCentral? Yes No If Yes, From – To: _____

Is this a request for reemployment following a military leave of absence from BancCentral? Yes No

Desired salary/hourly compensation: \$ _____ Per Year / Hour

Are you legally eligible for employment in this country? Yes No

The attendance requirements of this position are: Monday through Friday, occasional Saturdays.

Are you able to meet the attendance requirements of this position? Yes No

Please review the "essential functions" of the position you are applying for. Are you able to perform the essential functions of the position, (with or without reasonable accommodation)? Yes No

Have you entered into any agreement with a former employer or other party (such as a non-compete agreement) that might, in any way, restrict your ability to work for BancCentral? Yes No

Have you ever plead "guilty" or "no contest" to or been convicted of a felony crime? Yes No

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain: _____

Date available to begin work: _____ / _____ / _____

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.



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EDUCATION

Starting with the most recent school, complete the following:

School, City, State	Years Completed	Degree	GPA/Class rank

EMPLOYMENT HISTORY

Starting with the most recent employer, complete the following:

Employer	City, State	From Mth/Yr	To Mth/Yr
Supervisor Name	Phone	Compensation: (Salary or hourly)	
Summarize work performed:			
Why did you leave?			
What did you like most about the position?			
What did you like least about the position?			

Employer	City, State	From Mth/Yr	To Mth/Yr
Supervisor Name	Phone	Compensation: (Salary or hourly)	
Summarize work performed:			
Why did you leave?			
What did you like most about the position?			
What did you like least about the position?			

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Employer	City, State	From Mth/Yr	To Mth/Yr
Supervisor Name	Phone	Compensation: (Salary or hourly)	
Summarize work performed:			
Why did you leave?			
What did you like most about the position?			
What did you like least about the position?			

SKILLS/QUALIFICATIONS

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position you are applying for:

REFERENCES

List names and phone numbers of three references who are not related to you and are not previous employers/supervisors. If not applicable, list three school or personal references who are not related to you.

Name:	Title:	Relationship to you:	Phone:	Email:	# of years known:

SOCIAL SECURITY NUMBER

_____ - _____ - _____

We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

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APPLICANT STATEMENT

I hereby certify that the information contained in the employment application I submit to BancCentral is true and complete to the best of my knowledge. I understand that material omissions or falsification of this application in any detail may result in my disqualification from consideration for employment or for dismissal from employment.

I also understand that my employment is subject to a satisfactory check of references. I give BancCentral the right to investigate the information given and to secure additional information if necessary. I authorize my previous employers, educational institutions and all other individuals and organizations listed in this application form to give information about my employment, work habits and character.

I agree that BancCentral and my previous employers, educational institutions and all other individuals and organizations listed in this application will not be held liable in any respect if an employment offer is not made, is withdrawn, or my employment is terminated because of misrepresentations or omission of requested information.

I understand that upon offer and acceptance of a position with BancCentral I will be required to immediately furnish documentation establishing my identity and eligibility to be legally employed in the United States. I further understand that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that BancCentral is in no way obligated to provide employment and also that I am in no way obligated to accept employment, if offered. This application does not bind either party, and the statements contained herein do not constitute and should not be interpreted to constitute any sort of contract of employment for a specific period of time.

Employment At-Will. I understand that employment at BancCentral (“the Company”) is employment at-will. Employment at-will may be terminated at the will of either me or the Company. Employment may be terminated with or without cause at any time by me or by the Company. Terms and conditions of employment with the Company may be modified at the sole discretion of the Company with or without cause and with or without notice.

I also understand that other than the President of the Company, no one has the authority to make any agreement for employment other than for employment at-will or to make any agreement limiting the Company’s discretion to modify terms and conditions of employment. Only the President has the authority to make any such agreement and then only in writing. I understand that no implied contract concerning any employment-related decision or term of condition of employment can be established by any other statement, conduct, policy or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of the Company include, but are not limited to, the following: Promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction, cessation or expansion of operations; sale, relocation, merger or consolidation or operations; determinations concerning the use of equipment, methods or facilities; or any other terms and conditions that the Company may determine to be necessary for the safe, efficient and economic operation of its business.

BancCentral is an equal opportunity employer. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability or any other protected status under applicable federal, state or local law.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer’s service, whenever it is discovered.

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.

Signature of Applicant _____ Date _____

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AFFIRMATIVE ACTION PROGRAM

VOLUNTARY SELF-IDENTIFICATION FORM

BancCentral is an Equal Opportunity Employer. As required by Executive Order 11246, Federal Contractors with FDIC insurance of \$50,000 and 50 or more employees must prepare and execute an annual Affirmative Action Program (AAP). In order to comply, we must record certain information to be made part of our AAP. Present employees and applicants for employment are invited to participate in the AAP by reporting their status as disabled, disabled veteran, veteran of the Vietnam era, or other minority protected status. In extending this invitation, you are advised that:

- 1) It's **VOLUNTARY**: workers (employees/applicants) are under no obligation to provide information, but will be given an opportunity in the future if they choose.
- 2) It's **CONFIDENTIAL**: any response will remain confidential within the Human Resources department.
- 3) It's **EXCLUSIVE**: responses will be used only to comply with the AAP.

We are a company that values diversity. We actively encourage women and minorities to apply. Declining to participate will have no bearing on your application/employment and will not subject you to any adverse treatment.

Name	Position	Date

Race or Ethnic Identity- Please check all that apply	
<input type="checkbox"/>	Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
<input type="checkbox"/>	White (Not Hispanic or Latino)- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
<input type="checkbox"/>	Black or African American (Not Hispanic or Latino)- A person having origins in any of the black racial groups of Africa
<input type="checkbox"/>	Native Hawaiian or Pacific Islander (Not Hispanic or Latino)- A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands
<input type="checkbox"/>	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
<input type="checkbox"/>	American Indian or Alaskan 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 maintain tribal affiliation or community attachment
<input type="checkbox"/>	Two or More Races (Not Hispanic or Latino)- All persons who can identify with more than one of the above races

Veteran Status- Please check all that apply (See definitions on reverse)	
<input type="checkbox"/>	Veteran of the Vietnam Era
<input type="checkbox"/>	Disabled Veteran
<input type="checkbox"/>	Special Disabled Veteran
<input type="checkbox"/>	Recently Separated Veteran
<input type="checkbox"/>	Pre-JVA Veteran
<input type="checkbox"/>	Armed Forces Service Medal Veteran
<input type="checkbox"/>	Active Duty or Wartime Campaign Badge Veteran

Gender		Individual with Disabilities- (See Reverse)	
<input type="checkbox"/>	Male	<input type="checkbox"/>	Yes, I do or did
<input type="checkbox"/>	Female	<input type="checkbox"/>	No, I don't

I do not wish to Self-Identify

Signature: _____

"This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans and individuals with disabilities and requires affirmative action to employ and advance in employment qualified protected veterans and individuals with disabilities."

Veteran of the Vietnam Era- Defined as a person who served on active duty for a period of more than 180 days, and was discharged or released from duty with other than a dishonorable discharge, if any part of such active duty occurred:

- In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
- Between August 5, 1964, and May 7, 1975, in all other cases; or
- Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or between August 5, 1964, and May 7, 1975, in all other cases

Disabled Veteran- Defined as (1) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) a person who was discharged or released from active duty because of a service-connected disability

Special Disabled Veteran- Defined as a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability:

- Rated at 30 percent or more; or
- Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or
- A person who was discharged or released from active duty because of a service-connected disability

Recently Separated Veteran- Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Pre-JVA Veteran- Defined as an individual who is an employee of or applicant to a contractor with a contract of \$25,000 or more entered into prior to December 1, 2003 and unmodified since to \$100,000 or more, and who is a special disabled veteran, veteran of the Vietnam era, pre-JVA recently separated veteran, or other protected veteran.

Armed Forces Service Medal Veteran- Defined as any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985

Active Duty or Wartime Campaign Badge Veteran- Defined as a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense

Individuals with Disabilities- Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s)

Examples (not all-inclusive)

- Physiological disorder or condition
 - Cancer
 - Diabetes
 - Epilepsy
 - Autism
 - Cerebral Palsy
 - HIV/AIDS
- Cosmetic disfigurement or anatomical loss
 - Missing Limb
- Body system impairment
 - Blindness
 - Deafness
 - Impairments requiring the use of a wheelchair

Examples of Chronic conditions that are likely disabilities (not all-inclusive)

- Respiratory problems
- Inflammatory joint conditions
- Chronic: fatigue, pain, migraines
- Seizures
- Neuropathy
- Digestive
- Immune Deficiencies
- Incontinence
- Diabetes-Hypoglycemia
- Irritable Bowel Syndrome
- Chemical sensitivities
- Sensitivities: Noise, distractions, temperature fluctuations

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