



# CommunityBank

OF LOUISIANA™

## APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

### PERSONAL INFORMATION

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Present Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Permanent Address: \_\_\_\_\_  
STREET CITY STATE ZIP

Phone Number: \_\_\_\_\_ Are you 18 years or older?  Yes  No

Are you prevented from lawfully becoming employed  
in this country because of visa or immigration status?  Yes  No

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Office: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Desired Salary: \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? Yes No

Ever applied to this company before? Yes No If so, when and what office? \_\_\_\_\_

Referred by: \_\_\_\_\_

Education	Name & Location of School	Years Attended	Did you graduate?	Course Study
High School				-
College				
Trade, Business, or Correspondence School				



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**GENERAL**

Subjects of special study or research work:

Special skills:

Activities: (Civic, athletic, etc)

(Excluding organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members)

U.S. Military Service: Yes    No    Rank:    Are you currently enlisted?

**FORMER EMPLOYERS** (List below last three employers, starting with last one first)

Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

Which of these jobs did you like best?

What did you like most about this job?

**REFERENCES:** Give the names of three people not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Emergency Contact:

Name

Address

Phone No.



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\*I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date:

Signature:

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**DO NOT WRITE BELOW THIS LINE**

Interviewed by

Date

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Remarks:

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Neatness

Ability

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Hired:  Yes  No

Position

Dept.

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Salary/Wage

Date reporting to work

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Approve: 1.

2.

3.

Employment Manager

Dept. Head

General Manager

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This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.



## **AUTHORIZATION TO OBTAIN CREDIT REPORT INFORMATION FROM AN OUTSIDE SOURCE**

By signing this document, I authorize Community Bank of Louisiana to obtain information regarding my creditworthiness, standing, or capacity, character, general reputation, personal characteristics or mode of living from any outside source that regularly provides such information. I understand that information from such report may be used by Community Bank of Louisiana in making a decision regarding my employment.

Name:

Signature:

### **INSTRUCTIONS TO TURN IN APPLICATION TO CBLA**

You can download and fill out this document on your computer or smart phone, including completing the e-signatures where appropriate. Or you can download and print, then complete in blue or black ink. Options for turning in application are below.

#### **Upload (Preferred Method):**

Application should be uploaded *securely* via the Community Bank of Louisiana website due to the sensitive information you have provided. Navigate to <http://www.communitybankofla.bank/Contact/UploadFiles> using your browser and select Katie Clarke as the bank recipient. When appropriate, a manager will reach out to you with position availability and your next steps.

#### **In-Person:**

Print and drop off your completed application at any Community Bank of Louisiana location. Locations can be found at [www.communitybankofla.bank](http://www.communitybankofla.bank).