

# APPLICATION FOR EMPLOYMENT



UNITED COMMUNITY BANKS

We consider applicant for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, or any other legally protected status.

Position(s) Applied for	Date of Application
How Did You Learn About Us?	

Last name	First	Middle
Address	Number	Street
City	State	Zip Code
Telephone Number(s)	Social Security Number (voluntary)	

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM  
\_\_\_\_\_:\_\_\_\_\_ PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you filed an application with us before? ☐ Yes ☐ No  
If yes, give date \_\_\_\_\_

Have you been employed by us before? ☐ Yes ☐ No  
If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouses, work here? ☐ Yes ☐ No  
If yes, state name, relationship and location \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No  
(Proof of citizenship or immigration status will be required upon employment.)

Date available to work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time Hours Available \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_

Are you currently on "lay off" status to recall? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

Have you been convicted of a felony within the last five years? ☐ Yes ☐ No  
(A criminal record does not constitute an automatic bar to employment and will be considered only as it pertains to the job in question)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rates/Salary		
Starting/Present Job Title	From	To	
Supervisor			
Reason for Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rates/Salary		
Starting/Present Job Title	From	To	
Supervisor			
Reason for Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rates/Salary		
Starting/Present Job Title	From	To	
Supervisor			
Reason for Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Hourly Rates/Salary		
Starting/Present Job Title	From	To	
Supervisor			
Reason for Leaving		May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Comments:** Include explanation of any gaps in employment


Describe any specialized training, internships, skills and extra-curricular activities.


List professional, trade, business or civil activities and offices held.

You may exclude organizations which indicate race, religion, gender, national origin, disabilities or other protected status.


**Additional Information: Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.


**Specialized Skills** (Skills/Equipment Operated)

**Banking/Loan Software**

- ☐ Arta
- ☐ ITI
- ☐ Platform
- ☐ Premier Navigator

**Microsoft Office**

- ☐ Word
- ☐ Excel
- ☐ Outlook
- ☐ PowerPoint

State any additional information you feel may be helpful to us in considering your application.


**Note to Applicants: 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 in a reasonable manner, with or without a reason accommodation, the activities involved in the job or occupation for which you have applied? A review of these activities involved in such a job or occupation has been given.

☐ Yes ☐ No

### Personal/Professional References

Do not include any family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

### Applicant's Statement

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considers active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable laws, any employment relationship with this organization is of an "at will" nature which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "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 this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer,



\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date