



AN EQUAL OPPORTUNITY EMPLOYER

P. O. Box 215  
Floyd, VA 24091

## Employment Application

Please print in ink and answer every question.

Personal						
Name	<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Application Date</i>		
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	
Contact	<i>Home Phone</i>	<i>Cell Phone</i>	<i>Email Address</i>			
List previous addresses within the United States, except Military, if address changed during the past 2 years.						
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	
Address	<i>Street</i>		<i>City</i>	<i>State</i>	<i>Zip</i>	
General Information						
How did you hear about the Bank?						
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Online (please list web site)		<input type="checkbox"/> Employee (please list)		<input type="checkbox"/> Other (please list)	
Position desired:				Salary requirements:		
Applying for:	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Temporary		<input type="checkbox"/> Summer	
Location Desired:	<input type="checkbox"/> Floyd	<input type="checkbox"/> Roanoke	<input type="checkbox"/> Christiansburg	<input type="checkbox"/> Salem	<input type="checkbox"/> Willis	<input type="checkbox"/> Hillsville <input type="checkbox"/> Fairlawn
Days and hours available:						
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>To:</i>						
<i>From:</i>						
Date available for work:						
Are you under 18 years of age?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Are you legally eligible for employment in the United States? (Proof of identity and eligibility will be required upon employment.)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you been employed here previously?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever applied here before?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have any relatives or friends who work for the Bank? If yes, list name and relationship.				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic offense? If yes, please describe.				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Education and Skills

Name And Location	Major Field of Study	Number of Years Completed	Degree	Grade Average
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other training or degrees			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List scholastic honors, offices held, and activities in high school or college: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, disability, marital status, veteran status, or other protected status.)

Professional licenses or memberships: (Omit organizations that may reveal information regarding race, color, sex, religion, national origin, age, disability, marital status, veteran status, or other protected status.)

Office skills that may be relevant to the position you are seeking:

## Professional References

Please provide at least two business references (former immediate supervisors or department heads, etc.).

Name	Title	Company Name	Company Address	Telephone Number

## Employment History

1. Present/Last Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Present	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone
			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Previous Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Final	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone
3. Previous Employer		Employer's Address		Type of Business	
Title of Position	Salary		Dates of Employment		
	Beginning	Final	From (Month/Year)	To (Month/Year)	
Duties:					
Reason for leaving:			Supervisor Name & Title		Telephone

If you wish to list more than three jobs, attach a continuation sheet. If you have a resume, please attach to application.

## Please Read Before Signing

It is the policy of Bank of Floyd to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.

In connection with my employment application or contract for services with Bank of Floyd, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports concerning my character. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Bank of Floyd will be requesting information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences. I acknowledge that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. Such a request must be made in writing to the Bank's Human Resource Department within a reasonable time after the completion of this application. I further authorize the Bank to communicate with persons listed as references, former employers, and any others.

I authorize, without reservation, any party or agency contacted by Bank of Floyd to furnish the above-mentioned information. I agree to hold such persons harmless with respect to any information they may give about me.

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time 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 documentation or by conduct unless the Bank's CEO or President specifically acknowledges such a change in writing.

In the event of employment, I understand that false or misleading information given in my resume, application or interview(s) may result in refusal of employment or immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of the Bank. I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Company. I understand this decision is to rest with the Company. If employed, I agree to hold in strictest confidence any information concerning the Company or its customers, which may come to my knowledge.

This application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment. For example, the Bank might arrange for a surety bond, at its own expense, for its employees; and while such factors as race, color, religion, sex, national origin, age, handicap, or status as a special disabled or Vietnam era veteran are not relevant to such a decision, something in the applicant's background might be unacceptable to a surety company, making it difficult for the Bank to secure the bond, in which case the Bank might be unable to offer employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Background Inquiry Release

In connection with my employment or contract for services with Bank of Floyd, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving and other reports concerning my character. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Bank of Floyd will be requesting information from various federal, state, and other agencies which maintain records concerning my activities relating to my driving, credit, criminal, civil, and other experiences.

I authorize, without reservation, any party or agency contacted by Bank of Floyd to furnish the above-mentioned information.

Name	<i>First</i> <i>Middle</i> <i>Last</i>
Address	<i>Street</i>
	<i>City</i> <i>State</i> <i>Zip</i>
Date of Birth	
Drivers License Number	
Social Security Number	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## NOTICE TO APPLICANTS AND EMPLOYEES

Bank of Floyd is an equal opportunity/affirmative action employer. To this end, Bank of Floyd maintains affirmative action plans for persons with disabilities, special disabled veterans, Vietnam Era veterans, other covered veterans, and newly separated veterans. These plans, or portions thereof, that will enable you to avail yourself of their benefits, are available for inspection by contacting Shelby Rutherford, Affirmative Action Administrator, during normal business hours.

This employer wishes to comply with Section 503 of the Rehabilitation Act of 1973, as amended, and its implementing regulations, which require non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment of qualified disabled individuals. If you have such a disability and would like to be so considered for purposes of this law, please identify yourself either immediately or at any time in the future in confidence to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential, maintained in a separate file, and used only in accordance with federal regulations.

This employer wishes to comply with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations requiring non-exempt government contractors and subcontractors to take affirmative action to employ and advance in employment veterans of the Vietnam Era, special disabled veterans, other covered veterans, and newly separated veterans. In this regard, if you believe you may be covered by this law and wish to be treated accordingly, please identify yourself either immediately or at any time in the future in confidence to the Affirmative Action Administrator. Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information provided will be kept confidential and will be used only in accordance with federal regulations.

*Shelby L. Rutherford*

Shelby L. Rutherford  
Affirmative Action Administrator

### DEFINITION OF THE TERM "INDIVIDUAL WITH A DISABILITY" FOR PURPOSES OF VOLUNTARY SELF-IDENTIFICATION:

"Individual with a disability" means any person who:

- (a) has a physical or mental impairment which substantially limits one or more major life activities;
- (b) has a record of such an impairment; or
- (c) is regarded as having such an impairment; however, such term does not include any individual who is currently engaging in the illegal use of drugs, when the Company acts on the basis of such use; any individual who is an alcoholic whose current use of alcohol prevents such individual from performing the essential functions of the employment position such individual holds or desires or whose employment, by reason of such current alcohol abuse, would constitute a direct threat to property or to the health or safety of the individual or others; any individual who has a currently contagious disease or infection and who, by reason of such condition, would constitute a direct threat to the health or safety of the individual or others or who, by reason of the currently contagious disease or infection, is unable to perform the essential functions of the employment position such individual holds or desires; any individual who is homosexual or bisexual; or any individual on the basis of transvestitism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairment, other sexual behavior disorders, compulsive gambling, kleptomania, pyromania or psychoactive substance use disorders resulting from current illegal use of drugs.

### DEFINITION OF THE TERMS "VIETNAM ERA VETERAN," "SPECIAL DISABLED VETERAN," "OTHER COVERED VETERAN," AND "NEWLY SEPARATED VETERAN" FOR PURPOSES OF VOLUNTARY SELF-IDENTIFICATION:

1. "Vietnam Era Veteran" means any person who: (a) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (b) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964, and May 7, 1975.
2. "Special disabled veteran" means: (a) 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 Veterans Administration for a disability rated at thirty percent (30%) or more, or rated at ten percent (10%) or twenty percent (20%) in the case of a veteran who has been determined under 38 U.S.C. § 3106 to have a serious employment handicap; or (b) a veteran who was discharged or released from active duty because of a service-connected disability.
3. "Other covered veteran" means: individuals who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. Active duty for training as a member of the National Guard and Reserve does not qualify an individual for protection.
4. "Newly separated veteran" means: 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.

## NOTICE TO APPLICANTS AND EMPLOYEES

Bank of Floyd is an equal opportunity/affirmative action employer. To this end, the Bank maintains Affirmative Action Plans for minorities and women. These Plans, or portions thereof, that will enable you to avail yourself of their benefits, are available for inspection by contacting Shelby Rutherford, Affirmative Action Administrator, during normal business hours.

*Shelby L. Rutherford*

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Shelby L. Rutherford  
Affirmative Action Administrator

### VOLUNTARY SELF-IDENTIFICATION FORM THE BANK OF FLOYD

Bank of Floyd (the "Company") is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, religion, ancestry, national origin, sexual orientation, disability, or status as a Vietnam Era, special disabled, other covered, or newly separated veteran. As an equal opportunity employer, the Company complies with all relevant government regulations and affirmative action responsibilities. Solely to help us with record keeping, reporting, and other legal requirements, we offer you the opportunity to complete this self-identification form. Submission of this information is completely voluntary. Whether you provide this information or not, you will not be subject to adverse treatment.

#### **SEX**

- Male
- Female

#### **RACE** (Check One Only)

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Hispanic or Latino (all races)
- Hispanic or Latino (white race only)
- Hispanic or Latino (all other races)

The provision of this information is on a voluntary basis and will be maintained in a separate location for affirmative action program use and will not be included in the personnel file of any employee.

I have been given the opportunity to participate in the self-identification process:

POSITION(S) APPLIED FOR: \_\_\_\_\_

DATE: \_\_\_\_\_