



## Application for Employment at **Tejas Bank**

**TEJAS BANK** is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (do not just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

Position Applying For:	Name (Last, First, Middle):	Other names under which you have attended school or been employed:	
Street Address:		City, State & Zip:	
Social Security Number:	Home Phone: <input type="checkbox"/> <input type="checkbox"/>	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can you legally work in the state of Texas--	
Are you currently employed ?	Yes No <input type="checkbox"/> <input type="checkbox"/>	If YES, what is your current employer and job title ?	
Have you ever been employed by <b>Tejas Bank</b> ?	Yes No	If YES, dates of employment & reason for leaving:	
Are you related to any current <b>Tejas Bank</b> employees ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, State of issuance, license #, and expiration date:	
How did you learn about this employment opportunity at <b>Tejas Bank</b> ? Check all that apply: <input type="checkbox"/> Ad in <i>newspaper</i> <input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Walk-in <input type="checkbox"/> Referral by employee: _____ Other: _____			

### EDUCATION

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
GED:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Other School:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No				
College:		Yes No				

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)


**WORK EXPERIENCE-**Please detail your entire work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation “See Resume.”

**PLEASE NOTE: TEJAS BANK** reserves the right to contact all current and former employers for reference information.

<b>Dates Employed (most recent position)</b> From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:
<b>Dates Employed</b> From:            To	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time  If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor’s Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

<b>Dates Employed</b> From:            To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	
<b>Dates Employed</b> From:            To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

<b>Dates Employed</b> From:            To		<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk: <input type="checkbox"/>	Title:
Starting Salary:		Organization Name and Address:	
Final Salary:			
Supervisor's Name, Title and Phone #:		Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:	

## CRIMINAL HISTORY

You must include information on **ALL** convictions and alternative disposition programs that have occurred during your lifetime. Please disclose any criminal offense that may appear on your record, even if you are uncertain of the exact date or how the criminal offense was classified. State the approximate date and your understanding of the criminal classification.

Have you **at any time** (check all that apply): (  ) pled guilty, (  ) no contest, or (  ) been convicted of any criminal offense (misdemeanor or felony) other than parking tickets?

If yes, provide complete information on all criminal offense(s), date(s), location(s) (city and state), and disposition:

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Have you **at any time** served any of the following alternative disposition program for any criminal offense? (Check appropriate box) If the alternative disposition program in which you participated is not specifically listed below, you **MUST** disclose it by checking the last option and describing the program. Failure to disclose any type of alternative disposition program will be considered falsification and result in your ineligibility for employment.

pretrial diversion       community supervision  
 suspended sentence     community-based punishment  
 shock incarceration     supervised release  
 probation                 any other type of disposition program; describe type \_\_\_\_\_

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If yes, provide complete information on the criminal offense, nature of alternative disposition program and dates of commencement and completion:

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(Conviction of a crime is not an automatic bar for consideration to hire, except where federal or state law prohibits employment)

### **PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize **TEJAS BANK** to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of **TEJAS BANK** serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the **TEJAS BANK** Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first **THREE MONTHS** of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

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

**APPENDIX A**

**NOTICE AND AUTHORIZATION REGARDING  
BACKGROUND CHECK REPORT**

The purpose of this Notice and Authorization is to inform you that Tejas Bank conducts a form of consumer report under the Fair Credit Reporting Act. The report includes a criminal record, credit history and background checks. The report is obtained on all applicants who are extended or before being extended conditional job offers. The checks are performed in compliance with the Federal Fair Credit Reporting Act.

Tejas Bank requires, as a condition of employment, that all applicants extended conditional job offer consent to the consumer report and provide certain information needed to conduct the criminal record, credit history and background checks. Tejas Bank may also conduct consumer reporter on employees for employment purposes (i.e., evaluating an employee’s suitability for retention, promotion or reassignment) at certain times during employment. Failure to consent to the consumer report will result in ineligibility for employment or termination of employment.

I acknowledge receipt of this Notice and authorize Tejas Bank and its agents to conduct consumer reports on me. I understand that the Fair Credit Reporting Act consumer report will be used to determine my suitability for employment with Tejas Bank. I authorize any person, organization, governmental authority or other party to release information and cooperate with consumer reports conducted on me. If I am hired, this Notice shall remain valid and authorize Tejas Bank and its agents to conduct consumer reports on me for employment purposes at any time during my employment.

I release Tejas Bank and its agents from any and all claims, damages and liabilities from obtaining and utilizing information about me pursuant to this Notice. This Notice does not affect my rights under the Fair Credit Reporting Act.

Printed Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Driver License# \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security# \_\_\_\_\_

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