

Application For Employment



AGFIRST
FARM CREDIT BANK
AND AFFILIATED ASSOCIATIONS

AgFirst Farm Credit Bank ("AgFirst" or "the Bank") considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status.

You should ensure information submitted in this application is complete and accurate. Please fill out all application information. Items marked with * are required.

Name* _____
(Last) (First) (Middle) (Preferred Name)
Street Address* _____ County _____
City* _____ State* _____ Zip _____

PERSONAL DATA

If hired, can you furnish proof that you are eligible to work in the U.S.? If no, please explain:* _____

E-mail* _____

Phone* _____ Alternate Phone _____

Are you 18 years of age or older?* Yes ☐ No ☐

Have you ever been employed in the Farm Credit System OR by a Farm Credit Institution? Yes ☐ No ☐

If yes, please provide dates and locations? _____

Do you have relatives currently employed within the Farm Credit System? Yes ☐ No ☐

If yes, provide Name, Location and Relationship: _____

Are you an internal or external applicant?* _____

How did you hear about us? _____

List professional, trade, business, specialized training, apprenticeships, skills or civic activities held (please exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.) _____

EDUCATION AND/OR TRAINING

	Name & Location*	Major/Minor	GPA	Highest Completed	Type Degree Received*
High School*				1 2 3 4	
College or University				1 2 3 4	
Graduate School				1 2 3 4	
Trade School				n/a	

EMPLOYMENT INTEREST

Position applied for (must be stated) _____

Date Available _____ Location Preference _____

Are you willing to relocate? _____ Are you willing to travel? _____

Are you willing to work: Full Time Yes ☐ No ☐ At Night Yes ☐ No ☐

(Check all that apply) Part Time Yes ☐ No ☐ Saturdays Yes ☐ No ☐

On a Temporary Basis Yes ☐ No ☐ Sundays Yes ☐ No ☐

Overtime Yes ☐ No ☐

Employment Experience

Start with your present or last job (include military service assignments).

1	Employer	State	Dates Employed		Primary Responsibilities
			From	To	
	Job Title				
	Phone		Annual Base Salary		
			Starting	Final	
	Reason for Leaving				
	Contact Name		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
2	Employer	State	Dates Employed		Primary Responsibilities
			From	To	
	Job Title				
	Phone		Annual Base Salary		
			Starting	Final	
	Reason for Leaving				
	Contact Name		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
3	Employer	State	Dates Employed		Primary Responsibilities
			From	To	
	Job Title				
	Phone		Annual Base Salary		
			Starting	Final	
	Reason for Leaving				
	Contact Name		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
4	Employer	State	Dates Employed		Primary Responsibilities
			From	To	
	Job Title				
	Phone		Annual Base Salary		
			Starting	Final	
	Reason for Leaving				
	Contact Name		May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

If you need additional space, please continue on a separate sheet of paper.

If dates of employment are not consecutive, tell us what you did between jobs above.

Please specify the years of related experience for the position you are applying for:*

☐ 1-3 Years ☐ 3-5 Years ☐ 5-7 Years ☐ 7+ Years

Are you able to perform the essential functions of the job (as notated in the description/job summary for the position of which you are applying to) either with or without special accommodations?* No ☐ Yes ☐

TERMINATIONS	<p>Have you ever been involuntarily discharged from a job? If yes, please describe the circumstance and the reason:* <input type="checkbox"/> Yes <input type="checkbox"/> No _____</p> <p>_____</p> <p>_____</p>
CONVICTIONS	<p>Have you ever been convicted or pled guilty or no contest to any unlawful act other than minor traffic violations? (Please note that a conviction will not automatically disqualify you from employment. AgFirst will consider the age and nature of the conviction and its relationship to the position sought. Do not include convictions that have been expunged)* <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details for each conviction or guilty plea.</p> <p>_____</p> <p>_____</p> <p>_____</p>
MILITARY SERVICE	<p>Branch of Service _____ Active Duty From _____ To _____ Rank Attained _____</p>
PROFESSIONAL REFERENCES	<p>Name _____ Phone (Daytime) _____</p> <p>Address _____ Phone (Home) _____</p> <p>City _____ State _____ Zip _____</p> <p>Name _____ Phone (Daytime) _____</p> <p>Address _____ Phone (Home) _____</p> <p>City _____ State _____ Zip _____</p> <p>Name _____ Phone (Daytime) _____</p> <p>Address _____ Phone (Home) _____</p> <p>City _____ State _____ Zip _____</p>
APPLICANT'S STATEMENT	<p>Please read the following conditions of employment and certify by placing a check in the box that you have read and understand these conditions.</p> <p>I UNDERSTAND THAT IF I AM EMPLOYED, I WILL HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT NOTICE, AND WITH OR WITHOUT CAUSE. I ALSO UNDERSTAND THAT MY EMPLOYER WILL HAVE THE SAME RIGHT.</p> <p>This application and any material accompanying it shall become the sole property of AgFirst Farm Credit Bank.</p> <p>This application for employment shall be considered active for a period of time not to exceed 45 calendar days, or until the job is filled. An applicant seeking to be considered for another position should submit another application.</p> <p>My signature certifies that the statements made on this application are correct and complete. I understand that any misleading, incorrect, or false information in this application may be grounds for rejection of this application.</p> <p>If such information is subsequently discovered, or false information is given in an interview it may be grounds for immediate termination.</p> <p>____ I have read the above statement and certify this is true.</p> <p>Signature _____ Date _____</p>

[illegible]

AgFirst Farm Credit Bank Voluntary Self-Identification Form Survey

For statistical reporting we ask that you voluntarily provide the information below.

This voluntary survey assists us in complying with the government record keeping, reporting, and other legal requirements. Government agencies require periodic reports on the sex and race of employees, under certain circumstances. We make periodic reports to the federal government regarding the data below. Your completion of this Voluntary Survey is optional. If you choose to volunteer the requested information, please note that this form is kept in a Confidential File and is not a part of your personnel file.

YOUR COOPERATION IS VOLUNTARY, INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Name _____ Date _____
(Last) (First) (Middle)
Address _____
Number Street City State Zip
Job title _____
Check one: ☐ Male ☐ Female

Check one of the following:

☐ Hispanic or Latino OR ☐ Black or African American (not Hispanic or Latino)
☐ Two or More Races (not Hispanic or Latino)
☐ Asian (not Hispanic or Latino)
☐ White (not Hispanic or Latino)
☐ Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
☐ American Indian or Alaskan Native (not Hispanic or Latino)

Check all, if applicable (Veteran Status):

NEWLY SEPARATED VETERAN ☐ Yes ☐ No
Have you been discharged or released from active duty within the last one to three years?
Date of discharge or release

VETERAN OF THE VIETNAM ERA ☐ Yes ☐ No

ARMED FORCES SERVICE MEDAL VETERAN ☐ Yes ☐ No

OTHER PROTECTED VETERAN ☐ Yes ☐ No

AgFirst Farm Credit Bank is an equal opportunity employer, and we do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran, disability, or any other similarly protected status. This form will be kept confidential and used only in accordance with applicable laws and regulations. When reported to the government in a statistical format, the data will not identify any specific individual. Providing this information is strictly voluntary. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Affirmative Action Race/ Ethnicity Definitions

American Indian or Alaskan Native: A person with origins in any of the original peoples of North America and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.

Asian: A person with origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, Japan, Korea, the Philippine Islands, Malaysia, Pakistan, Thailand, and Vietnam.

Native Hawaiian or other Pacific Islander: A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Black/African-American: A person, not of Hispanic origin, with origins in any of the black racial groups of Africa

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Two or More Races (Not Hispanic or Latino): A person who identifies with more than one of the above five races.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

Affirmative Action Veteran Status Definitions

Veteran of the Vietnam Era: A person who served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred (i) in the Republic of Vietnam between February 29, 1961, and May 7, 1975; or (ii) between August 5, 1964, and May 7, 1975, in all other cases.

Armed Forces Service Medal Veteran: 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.

Other Protected Veteran: A person who served on active duty during a war or in a campaign or expedition for which a campaign badge is authorized by the Department of Defense or who participated in a U.S. Military operation pursuant to Executive Order 12985.