

Application For Employment



AGFIRST
FARM CREDIT BANK
AND AFFILIATED ASSOCIATIONS

We consider 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.

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 _____ Home Phone _____

Cell Phone _____ Business or Other 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, when and where? _____

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

Special interests and/or hobbies _____

Do you have relatives employed at Farm Credit? Yes ☐ No ☐ If yes, provide information below:

Name _____ Location _____ Relationship _____

EDUCATION AND/OR TRAINING

| | Name & Location | Major/Minor | From | To | Type Degree Received |
|-----------------------|-----------------|-------------|------|----|----------------------|
| High School | | | X | X | |
| College or University | | | | | |
| Graduate School | | | | | |

Describe specialized training, apprenticeships, skills and extra-curricular activities _____

List computer application skills _____

Typing Speed _____ Class Standing _____ (Circle One)
Upper 1/3 Middle 1/3 Lower 1/3 College GPA _____ based on _____

What percent of your expenses did you earn while in school? _____

EMPLOYMENT INTEREST

Position(s) applied for (must be stated) _____

Area of Career Interest _____

Date Available _____ Location Preference _____

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

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

On a Temporary Basis Yes ☐ No ☐ Saturdays Yes ☐ No ☐

Overtime Yes ☐ No ☐ Sundays Yes ☐ No ☐

Employment Experience

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

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| | | | |
|--------------------|--------------------|-------|--------------------------|
| Employer | Dates Employed | | Primary Responsibilities |
| | From | To | |
| Phone | | | |
| | | | |
| Job Title | Annual Base Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| | | | |
| Reason for Leaving | | | |

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| | | | |
|--------------------|--------------------|-------|--------------------------|
| Employer | Dates Employed | | Primary Responsibilities |
| | From | To | |
| Phone | | | |
| | | | |
| Job Title | Annual Base Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| | | | |
| Reason for Leaving | | | |

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| | | | |
|--------------------|--------------------|-------|--------------------------|
| Employer | Dates Employed | | Primary Responsibilities |
| | From | To | |
| Phone | | | |
| | | | |
| Job Title | Annual Base Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| | | | |
| Reason for Leaving | | | |

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| | | | |
|--------------------|--------------------|-------|--------------------------|
| Employer | Dates Employed | | Primary Responsibilities |
| | From | To | |
| Phone | | | |
| | | | |
| Job Title | Annual Base Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| | | | |
| Reason for Leaving | | | |

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.

| | |
|--|---|
| CONVICTIONS | <p>Have you ever been convicted or pled guilty or no contest to any unlawful act other than minor traffic violations? (Do not include convictions that have been expunged) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, provide information: charge(s), location, date(s) and disposition</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| MILITARY SERVICE | <p>Branch of Service _____ Active Duty From _____ To _____ Rank Attained _____</p> |
| PERSONAL WORK REFERENCES (Three people who can discuss your work experience but who were not your supervisor.) | <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> |
| CONDITIONS OF EMPLOYMENT | <p>Please read the following conditions of employment and certify by your signature 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 Farm Credit.</p> <p>My signature certifies that the statements made on this application are correct and complete. I understand that any misleading, incorrect or incomplete information will be grounds for rejection of this application. If such information is subsequently discovered, it will be grounds for immediate termination.</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.