



Employees of Alliance Bank and Trust and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, veterans status, disability, marital status, gender or age.

Full Legal Name: \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_  
\_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City State Zip

Social Security No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Are you legally authorized to work in the United States? \_\_Yes \_\_No

Do you have a valid driver's license? \_\_Yes \_\_No

Have you ever been convicted of or sentenced for any violation of the Law? \_\_Yes \_\_No

If "Yes", give full particulars (the existence of a criminal record does not constitute an automatic bar to employment)

\_\_\_\_\_

Have you ever been employed by the Company? \_\_Yes \_\_No

If yes, when? \_\_\_\_\_

Are any relative, including in-laws, employed by the company? \_\_Yes \_\_No

Have you ever previously applied for employment at the company? \_\_Yes \_\_No

Have you ever previously been interviewed by the company? \_\_Yes \_\_No

Are you willing to work any shift, including weekends? \_\_Yes \_\_No

How soon following notification can you report to work? \_\_\_\_\_

Position applied for: \_\_\_\_\_

**Education:**

- a. Check highest grade completed   \_\_9   \_\_10   \_\_11   \_\_12
- b. If you did not complete high school, do you have a high school equivalency diploma?  
    \_\_Yes \_\_No
- c. Check number of years of post high school education   \_\_1 \_\_2 \_\_3 \_\_4 \_\_5 \_\_6 \_\_7

Name & Location of College Univ. or other Institution	Hrs	Degree	Major / Minor	Dates Attended
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: \_\_\_\_\_

e. In what languages other than English can you converse? \_\_\_\_\_

f. Do you have any other training, certifications, or other formal training that might be relevant to the job for which you are applying? (Please describe below.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please submit your complete signed application to:**

**Betsy Harbers**  
**VP, Controller**  
**PO Box 1099**  
**Gastonia, NC 28053**  
**Phone: 704-867-5828**  
**Fax: 704-867-6155**  
**betsy.harbers@alliancebankandtrust.com**

**Experience:**

Starting with the most recent, describe all paid, military and applicable voluntary experience. Highlight your knowledge, skills, and abilities that best demonstrate your qualifications for this position.

a. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_

Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

b. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_

Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

c. **Job Title** \_\_\_\_\_ **Duties:** \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Supervisor name \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_

Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

**Skills:**

Word processing / office programs used:

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Indicate experience in years and months for each area:

Accounting	_____	Computer	_____
Payroll	_____	10 key	_____
Bookkeeping	_____	Switchboard	_____
Bank Teller	_____	Loan Processing	_____
Sales	_____		

List any other skills you think may be of value to the company, such as programming, etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**References:**

List names, address and relationships of three persons not related to you who know your qualifications

Name	Address	Phone	Relationship

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