



P.O. Drawer 4450 • 100 S. Madison Ave.
Eatonton, Ga. 31024 (706) 485-9941

**APPLICATION FOR EMPLOYMENT
100 SOUTH MADISON AVENUE
1011 LAKE OCONEE PARKWAY
EATONTON, GA 31024**

Farmers & Merchants Bank/Putnam Greene Financial Corporation does not discriminate in hiring or employment on the basis of race, color, religion, national origin, sex, age, disability or any other factor prohibited by law or regulation. This application nor its questions are based on any intent to secure information for discrimination purposes.

Please print clearly when completing.

Date of Application Submission: _____

PERSONAL

Full Name _____ Social Security # _____

Street Address _____ Phone # _____

City, State, Zip Code _____

Email _____

Are you at least 18 years of age? _____

If not 18, please list your age and date of birth _____

Parent or Guardian's Name and Address if you are under 18: _____

How were you referred to us? _____

PLACEMENT

Type of Position you are seeking? _____
Regular Full-time ☐ Regular Part-time ☐ Temporary Full-time ☐ Temporary Part-time ☐

Starting Salary you are seeking? _____ per _____

When are you available to begin employment? _____

EDUCATION

High School Years Completed _____ Name/Address of School _____

Other Explain _____

You may be asked for a copy of your HS Diploma, GED, or College Diploma if selected for the job interview process. However, not necessarily a requirement to have a degree for hiring.

College Degree _____ If no, how many years if any? _____

Name and Address of School _____

Major Course of Study _____

List any special training, certifications, skills or experience to help us understand more about your interests and areas of specialty. Include things that you feel qualify you for a position with us. (You may wish to include activities and positions held in civic, community and school organizations, professional societies, etc. You are requested not to list activities which may disclose your race, color, religion, or national origin.

EMPLOYMENT HISTORY

Have you ever worked for Farmers & Merchants Bank? ☐ Yes ☐ No

If yes, from _____ to _____

May we contact your current employer? ☐ Yes ☐ No

Please list your employment history in chronological order with most recent first:

Present or Last Employer: _____

Name & Title of Supervisor: _____

Address : _____

Phone #: _____

Dates From _____ to _____ Salary \$ _____

Starting Position _____ Ending Position _____

Reason for Leaving: _____

Previous Employer: _____

Name & Title of Supervisor: _____

Address: _____

Phone #: _____

Dates From _____ to _____ . Salary \$ _____

Starting Position _____ Ending Position _____

Reason for Leaving _____

Previous Employer: _____

Name & Title of Supervisor: _____

Address: _____

Phone #: _____

Dates From _____ to _____. Salary \$ _____

Starting Position _____ Ending Position _____

Reason for Leaving _____

Previous Employer: _____

Name & Title of Supervisor: _____

Address: _____

Phone #: _____

Dates From _____ to _____. Salary \$ _____

Starting Position _____ Ending Position _____

Reason for Leaving _____

MILITARY SERVICE

Branch of Service _____ Major Duties _____

Service Schools Attended _____

Date Entered _____ Reserve Status _____

Starting Rank _____ Separation Rank _____

REFERENCES (Not Related to Applicant)

Name: _____

Address: _____

Phone #: _____

Occupation: _____

Name: _____

Address: _____

Phone #: _____

Occupation: _____

Name: _____

Address: _____

Phone #: _____

Occupation: _____

GENERAL INFORMATION

Have you ever been convicted of a criminal offense (excluding minor traffic offenses) ☐ Yes ☐ No If yes, please describe in full. _____

Are you a U.S. Citizen? ☐ Yes ☐ No

Are you authorized to work in the United States? ☐ Yes ☐ No

INVESTIGATIVE REPORTS

☐ I hereby authorize Farmers & Merchants Bank to obtain an investigative consumer report which may include information as to my character, general reputation, credit report, police record, personal characteristics and mode of living. I have the right to request that Farmers & Merchants Bank completely and accurately disclose to me the nature and scope of the investigation requested.

☐ I hereby authorize Farmers & Merchants Bank to receive any Georgia Criminal History Record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

I acknowledge that I have read the foregoing disclosure statement and I understand the rights I have.

Signature of Applicant: _____ Date: _____

SIGNATURE

We make no promise of employment by offering this application form or accepting your written response.

Any employment we may offer you will be terminable at will. This means you can quit at any time. It, also, means we can terminate you at any time, with or without cause.

By completing this application and signing below, you authorize us to share this application and its content with our employees and any outside agencies or representatives we deem appropriate. If there is anyone you do not want us to contact, please tell us in writing.

By signing below you are affirming that the statements you make in this application, plus any additional written and oral information you provide us about yourself (such as a resume or interview) are true, and that you have not omitted anything about yourself that might be viewed as deceptive in nature.

Signature of Applicant _____ Date: _____