



MONEYTREE, INC.

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE THIS APPLICATION IN ITS ENTIRETY EVEN IF RESUME IS PROVIDED. USE A BLACK OR BLUE PEN AND PRINT CLEARLY. Moneytree, Inc. is an Equal Opportunity Employer. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify a representative of the Moneytree Corporate Office.

General Information

Position(s) Applied For: Teller Assistant Branch Manager Branch Manager Payment Coordinator Date of Application: ____/____/____

Other _____

Referral Source. Please be specific:

Advertisement _____ Walk-In _____

Relative _____ Employee _____

Other _____

Application Information

Name Last _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

() () ()

Home Telephone Number Cell/Pager/Other Phone Number Work Telephone Number Ext.

May we contact you at work? Yes No If yes, best time to call: ____ : ____ AM PM

Are you over the age of 18 years? Yes No If no, you may be required to provide authorization to work.

Are you legally eligible for employment in this country? Yes No

Have you submitted an application here before? Yes No If yes, when and where? _____

Have you been employed by Moneytree, Inc. before? Yes No If yes, when and where? _____

Date Available for Work: ____/____/____ Type of Employment Desired: Full Time Part Time Temporary

Are there any days, dates or hours you would be unable or unwilling to work? Yes No If yes, specify those days, dates or hours:

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything which would interfere with your regular attendance and punctuality if you are offered a job with Moneytree, Inc.? Yes No If yes, explain: _____

Will you work overtime if required? Yes No If no, explain: _____

Employment History

Applicant Name _____

Please start with the most recent

Employer _____ ()
Telephone Number _____ Ext. _____

Immediate Supervisor and Title _____

Dates Employed From ____/____/____ To ____/____/____

Starting Hourly Rate/Salary \$ _____ Per _____ Final Hourly Rate/Salary \$ _____ Per _____

May we contact for reference? Yes No Later

Job Title _____ FT PT Total hours worked per week _____

Describe duties performed: _____

Reason for leaving: Left Voluntarily Terminated Laid Off Other Comments: _____

Employer _____ ()
Telephone Number _____ Ext. _____

Immediate Supervisor and Title _____

Dates Employed From ____/____/____ To ____/____/____

Starting Hourly Rate/Salary \$ _____ Per _____ Final Hourly Rate/Salary \$ _____ Per _____

May we contact for reference? Yes No Later

Job Title _____ FT PT Total hours worked per week _____

Describe duties performed: _____

Reason for leaving: Left Voluntarily Terminated Laid Off Other Comments: _____

Employer _____ ()
Telephone Number _____ Ext. _____

Immediate Supervisor and Title _____

Dates Employed From ____/____/____ To ____/____/____

Starting Hourly Rate/Salary \$ _____ Per _____ Final Hourly Rate/Salary \$ _____ Per _____

May we contact for reference? Yes No Later

Job Title _____ FT PT Total hours worked per week _____

Describe duties performed: _____

Reason for leaving: Left Voluntarily Terminated Laid Off Other Comments: _____

Comments - Include explanation of any gaps in employment. You may exclude any gaps due to legally-protected leave of absence or disability. _____

References

Applicant Name _____

List name and telephone number of two business/work references who are not related to you and are not previous supervisors. If not applicable, list two school or personal references who are not related to you.

Name _____ (_____)
Telephone Number _____ Ext. _____
Relationship _____ Years Known _____

Name _____ (_____)
Telephone Number _____ Ext. _____
Relationship _____ Years Known _____

Educational Background

Give record of all High Schools, Colleges, Universities and Special Schools you have attended.

Name of School _____ City/State _____ No. of Years Completed _____ Diploma/Degree or Certificate Received _____

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Additional Skills, Experience, and Qualifications

Do you have keyboarding experience? Yes No If yes, words per minute? _____

Do you have 10 Key experience? Yes No If yes, how many years? _____

Do you have cash handling experience? Yes No If yes, in what capacity? _____

Are you fluent in more than one language? Yes No If yes, which language(s)? _____

Do you have data entry experience? Yes No If yes, how many years? _____

What computer programs are you familiar with and in what capacity have you used them? _____

List any other experience, training, skills or other qualifications including hobbies, which you believe should be considered in evaluating your qualifications for employment. Exclude memberships which would reveal gender, race, religion, national origin, age, color, disability or any other similarly protected status. _____

List any additional information you would like us to consider. _____

Authorization and Acknowledgements

This application for employment is active for 30 days. Consideration for employment after 30 days may require a new application.

I hereby certify that I have not knowingly withheld any information on this application and that the answers given by me are true and correct to the best of my knowledge. I understand that if I am employed, any misrepresentations or material omissions made by me on this application or any document used to secure employment will be sufficient cause for rejection of this application or immediate discharge from Moneytree, Inc., whenever it is discovered.

I authorize Moneytree, Inc. to investigate my references, work history, education and other issues regarding my suitability for employment. In connection with my request for employment, I voluntarily authorize all persons, businesses, current and former employers and supervisors, educational institutions, personal references, and/or other persons, to release information they may have about me to Moneytree, Inc. and release them from all claims and liabilities arising out of or related to such an investigation or disclosure.

I understand that prior to hire, Moneytree, Inc. will request a background investigation concerning information as to my credit worthiness and standing, social security number, and criminal history. This background investigation may also obtain information regarding my driving record, character, general reputation, personal characteristics, mode of living, work habits, performance and experience. This information may be obtained by contacting previous employers, associates, or other individuals who may have knowledge concerning such information, including law enforcement agencies. This information may be obtained from sources including private entities and federal, state and local agencies that maintain records concerning my driving record, credit history, criminal record, civic matters, educational background and previous employers.

A consumer report or investigative consumer report may be obtained for employment purposes, as defined under the Fair Credit Reporting Act (FCRA). The FCRA gives you specific rights regarding investigative consumer reports. The official summary of those rights will be provided to you prior to the initiation of a background investigation.

I voluntarily waive all recourse and release all parties from liability for complying with this Authorization. Furthermore, I will allow a copied facsimile of this Authorization to be considered as though it were an original.

Moneytree, Inc. is an Equal Opportunity Employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally-protected status. The definition of a legally-protected status varies depending on company location and size, but can include race, color, national origin, citizenship status, creed, religion, gender, age, marital status, physical or mental disability, sexual orientation, political ideology, and veteran status. Our policy of non-discrimination applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Moneytree, Inc. reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of Moneytree, Inc., other than Moneytree, Inc.'s President, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in a written employment agreement signed by Moneytree, Inc.'s President.

I understand that it is Moneytree, Inc.'s policy to provide reasonable accommodation to qualified individuals with a disability unless the reasonable accommodation would cause an undue hardship on the company.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

Signature

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____

Date of Application: ____/____/____

