



Applicant Number \_\_\_\_\_  
(To be completed by HR)

Human Resources Department  
201 Main Street – Lafayette, TN 37083  
Office 1-866-565-9913 Fax (800) 507-0866  
e-mail: national@nctc.com

**Application for Employment**

	<b>Date Stamp/Card Sent</b>
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**Complete all information from this point forward. An incomplete application may disqualify you from further consideration.**

Position Title You Are Applying For: \_\_\_\_\_

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Message/Cell (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Birthdate: \_\_\_\_\_ SS#: \_\_\_\_\_

Are you eligible to work in the U.S.?  Yes  No Are you over the age of 18?  Yes  No

Do you have a valid Tennessee State Drivers License?  Yes  No

**Education and Training**

<b>High School Name</b>	Location (City & State)	Graduate/GED <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College/University Name</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>College/University Name</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major	Degree Title	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Vocational Training Institute</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Trade/Other Training</b>	Location (City & State)	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
<b>Valid Professional Licenses</b>	Type and Issuing State	Expiration Date
<b>Personal Computers</b>	Proficient with: <input type="checkbox"/> Microsoft Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Outlook <input type="checkbox"/> Power Point	Other Software Used:

**Professional References (Do not list relatives)**

<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>
<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>
<b>Name/Title</b>	<b>Employer</b>	<b>Phone</b>

**Signature is Required**

I hereby certify, under penalty of perjury in the State of Tennessee, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, for dismissal at any time. I authorize my previous employers and all schools or educational and technical institutions that I have attended to furnish American Trust Corporation my record, reason for leaving and all information they may have concerning me. I hereby release any such current or former employers or institutions, their agents or employees and American Trust Corporation from all liability for any damage whatsoever arising there from. I authorize an investigation of all statements in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Work History**

**Resumes may be attached but will not be accepted as a substitute for completing this section.** Beginning with your present or most recent employer, list your work experience for at least the last ten years. Include periods of self-employment, military service, and explain any gaps in employment. Attach separate sheets if needed. Failure to complete this page may result in disqualification.

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	Supervisor	Phone
Duties		
Reason for Leaving		

From (month & year)	Company Name	Position Title
To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	Supervisor	Phone
Duties		
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Salary	Supervisor	Phone
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To (month & year)	City	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time # of Hrs: _____ May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Salary	Supervisor	Phone
Duties		
Reason for Leaving		

**Criminal Conviction**

American Trust Corporation is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's conviction record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from jail within the last ten (10) years, or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?

Yes  No

If yes, please explain

\_\_\_\_\_



**AFFIRMATIVE ACTION INFORMATION SHEET**

**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY.  
INFORMATION TO BE USED BY HUMAN RESOURCES ONLY AND  
WILL NOT BE FORWARDED TO THE HIRING AUTHORITY.**

Position Title You Are Applying For \_\_\_\_\_

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

**Recruitment Information**

How did you learn about this position opening?	
Referral Agency (Name)	
Newspaper (Name)	
Magazine/Journal (Name)	
Job Posting (Where)	
Personal Referral	
Other	

**Affirmative Action Data**

American Trust Corporation is committed to non-discrimination in employment practices. We would appreciate completion of the Affirmative Action information below but completion of this section is voluntary. This information will be kept confidential and will be used for Affirmative Action record keeping purposes only.

Sex     Female     Male

Ethnic Category (Check one)     African American     Alaskan Indian     Asian     Caucasian     Hispanic     Native American  
 Pacific Islander     Other: \_\_\_\_\_

**Application Assembly**

<b>Please assemble your application materials in the following order:</b>	
First (top)	American Trust Corporation Application (including Work History)
Second	Workplace Harassment Prevention Statement
Third	Supplemental Questionnaire (if required)
Fourth	Transcripts (if required)
Fifth	Any additional required application materials
Sixth	Cover Letter (optional)
Seventh	Resume (optional)
Eighth	Reference List (optional)
Ninth	Any additional optional materials (Do not send photographs)
Last	Affirmative Action Information Sheet

**Hiring Process**

Applicants who submit a complete and timely application will be notified by phone or by mail if they are selected to participate in the testing and/or interviewing stages of the hiring process. **Only those individuals selected for an interview will be contacted. No formal notification will be sent to the other applicants. Incomplete or late applications may not be considered and will not be notified.** Applications are considered late if not received on or before the closing date stated on the job posting. Applications that are faxed or sent by email must follow the application assembly order and originals must be received within five (5) days of the closing date. Application screening will normally begin the first business day following the closing date and may take up to 2 weeks.

Thank you for your interest in employment with *American Trust Corporation*.