



This application is only valid for **6 months** from date of application. Applicants must re-apply after the six-month period if interested in other employment opportunities.

APPLICATION FOR EMPLOYMENT

Application # _____

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

F&M BANK prohibits discrimination against applicants and employees on the basis of race, color, religion, sex, national origin, age, handicap, disability or status as a Vietnam era or special disabled veteran, in accordance with applicable federal law, and complies with applicable state and local laws prohibiting discrimination in employment in each area where it has operations. F&M BANK also provides reasonable accommodation to anyone who may need assistance with the application process.

PRE-EMPLOYMENT TESTING

In connection with your application for employment, you may be required to undergo written pre-employment testing. If you are asked to take such a test and would like an accommodation in the testing process, please notify your employment interviewer at the time he/she informs you that a test is required.

Eff. 6/07

Date of Application ____/____/____ (Please print.)

Position Applied For (Please be specific.): _____

Check which you desire: Full-time Part-time Peak-time
 On-Call Summer Temporary

BASIC INFORMATION

Full Name _____ Nickname _____

Address _____
Street address or P.O. Box Number City State Zip

If applicable, list previous addresses over the past 7 years: _____

Telephone: DAYTIME () _____ NIGHT () _____

Social Security Number **xxx/xx/** _____ (Enter only last four digits.)

Have you filed an application here before? NO YES (If yes, give date(s) _____)

Have you ever been employed here before? NO YES (If yes, give dates _____)

Are you employed now? YES NO May we contact your present employer? YES NO

If hired, on what date would you be available for work? _____

Have you ever been convicted of a misdemeanor involving any violent act or any form of dishonesty or any felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment.)

NO YES

If yes, please explain: _____

(NOTE: Individuals will need to establish their right to work in this country.)

EDUCATION

List all schools attended, beginning with ELEMENTARY SCHOOL and ending with HIGH SCHOOL:

Do you have a high school diploma or equivalent? YES NO

List all post secondary schools attended, major course of study and any degree(s) received:

List any special license(s) and/or certification(s) that you have received:
(Be sure to include date of licensing or certification.)

List any specialized training that you have received, apprenticeship and/or any specialized skills that you may have:

State any ADDITIONAL INFORMATION that you feel may be helpful to us in considering your application, any other specialized skills, qualifications, etc. that you may have:

EMPLOYMENT EXPERIENCE

Start with your present job or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1. EMPLOYER _____ TELEPHONE _____
ADDRESS _____ DATES EMPLOYED _____ TO _____

RATE OF PAY _____
SUPERVISOR _____
GIVE JOB TITLE(S) AND DESCRIBE WORK PERFORMED: _____

GIVE REASON FOR LEAVING OR, IF CURRENTLY EMPLOYED, REASON DESIRING TO LEAVE:

2. EMPLOYER _____ TELEPHONE _____
ADDRESS _____ DATES EMPLOYED _____ TO _____

RATE OF PAY _____
SUPERVISOR _____
GIVE JOB TITLE(S) AND DESCRIBE WORK PERFORMED: _____

GIVE REASON FOR LEAVING OR, IF CURRENTLY EMPLOYED, REASON DESIRING TO LEAVE:

3. EMPLOYER _____ TELEPHONE _____
ADDRESS _____ DATES EMPLOYED _____ TO _____

RATE OF PAY _____
SUPERVISOR _____
GIVE JOB TITLE(S) AND DESCRIBE WORK PERFORMED: _____

GIVE REASON FOR LEAVING OR, IF CURRENTLY EMPLOYED, REASON DESIRING TO LEAVE:

(If you need additional space, please attach another sheet.)

WORK-RELATED REFERENCES

Give name, address and telephone number of **three** references who can comment on your job performance with your previous employer(s). This may include co-workers, supervisors, subordinates, etc. State the relationship of the person to you (i.e. co-worker, etc.)

1

2

3

APPLICANT'S STATEMENT

IMPORTANT:

Please read the statements and disclosures below and then sign at the indicated place.

This application must be signed in order for it to be valid.

- I certify that answers given herein are true and complete to the best of my knowledge.

- I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I authorize any investigations (pre-employment and post-employment) which includes, but not limited to, an investigation of credit history (see separate disclosure) and criminal history. I also authorize previous and current employers, references and schools attended to release any information as requested.

- I understand and agree that this employment application, by itself or together with other company documents or policy statements, is not and is not intended to be an offer nor a contract of employment.

- I understand that F&M Bank is committed to a drug-free workplace and that any applicant tentatively selected for a position will be required to submit to a urinalysis and/or other test to screen for illegal drug use prior to appointment to the job. I also understand that F&M Bank utilizes post-employment drug testing for reasonable suspicion.

- I understand that F&M Bank is committed to a smoke-free workplace and that smoking will only be permitted in designated outside areas of the Bank.

- I understand that, if hired, that I may voluntarily leave or be terminated at any time and for any reason. I understand that any employment will be an employment-at-will and nothing either in writing or oral shall constitute an expressed or implied contract of employment.

- In the event of my employment, I understand that false or misleading information given in my application or interview(s) may result in discharge no matter when such false or misleading statement is discovered. I understand, also, that I am required to abide by all rules and regulations of the company.

Signature of Applicant: _____

Date: _____

For HR Dept. Use Only:

Filing Location: _____

Interview Information: _____

Offer/Hiring Info and Status: _____



Consumer Credit Reform Act of 1996

Applicant Disclosure Notice

In processing my application for employment, I hereby authorize Farmers & Merchants Bank to procure or have prepared a consumer credit report about me. (A consumer credit report is a summary of credit history.)

Upon my request to Farmers & Merchants Bank, I will be informed of whether a consumer report was requested and, if so, of the name and address of the consumer reporting agency that furnished the request.

I further understand that, if I am granted employment, Farmers & Merchants Bank and/or companies affiliated with it may subsequently, from time to time, request consumer reports or conduct a review of my accounts at F&M Bank in connection with my employment.

Signed: _____ Date: _____

Printed Name: _____



A North Carolina Banking Corporation

Employment Application Arbitration Agreement

I, _____ (the "Applicant"), agree, understand and accept that in exchange for and as consideration for F&M Bank, a North Carolina Banking Corporation ("F&M"), allowing Applicant to submit this employment application to F&M and in further consideration of potential employment and continued employment with F&M, Applicant **will settle any and all claims, disputes or controversies (whether previously asserted or not, for any and all reasons arising out of all or relating to any of Applicant's applications or candidacy for employment, Applicant's employment or Applicant's termination or resignation of employment with F&M) exclusively and solely by final and binding arbitration before a neutral arbitrator chosen pursuant to the rule of the American Arbitration Association.**

By way of example only such claims include, but are not limited to, claims under federal, state and local statutory or common law, such as Title VII of the Civil Rights Act, the Americans with Disabilities Act, Age Discrimination in Employment Act, the law of contracts and the law of tort.

Applicant agrees and understands that the rules and procedures used in the arbitration will be the rules and procedures of the American Arbitration Association. Unless decided to the contrary by the Arbitrator, the costs associated with the Arbitrator will be equally divided by the Applicant and F&M without regard to the outcome of the arbitration.

Applicant also agrees and understands that this arbitration agreement as part of the employment application does not create an employment agreement between Applicant and F&M.

Signature of Applicant Date Witness*

*Note: Witness can be a member of the HR Department of F&M Bank.

F&M Bank
Affirmative Action Program Applicant Information Form

F&M Bank is an **Equal Opportunity Employer**. As required by law, we must record certain information to be made a part of our **Affirmative Action Program**.

Applicants for employment are also invited to participate in the **Affirmative Action Program** by reporting their status as handicapped (disabled), disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department, separate from the job application; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Name:	Date:
	____/____/____
Position applied for:	

Section 2: Please check all that apply (See reverse for definitions)

Race or Ethnic Identity	Gender	Veteran Status
<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> White (not Hispanic or Latino) <input type="checkbox"/> Black or African American (not Hispanic or Latino) <input type="checkbox"/> Native Hawaiian or Pacific Islander (not Hispanic or Latino) <input type="checkbox"/> Asian (not Hispanic or Latino) <input type="checkbox"/> American Indian or Alaskan Native (not Hispanic or Latino) <input type="checkbox"/> Two or More Races (not Hispanic or Latino)	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Special Disabled Veteran <input type="checkbox"/> Other Eligible Veteran <hr/> Other <input type="checkbox"/> Individual with Disabilities
<input type="checkbox"/> I do not wish to Self-Identify. Signature _____ (see reverse)		
How did you hear of our opening?		
<input type="checkbox"/> Walk in <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> School		
<input type="checkbox"/> F&M Employee Referral Name of Employee:	<input type="checkbox"/> Other _____	

Please do not staple to job application.

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

Individual with Disabilities Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Special Disabled Veteran Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

Veteran of the Vietnam Era Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

Other Eligible Veteran Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.

For HR Dept Use Only:

Position sought is open: Yes No

Position considered for: _____

Date: _____