



2100 Market Street
Wheeling, WV 26003
(304) 230-2400

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

McKinley Carter Wealth Services does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, ancestry or any other category protected by local, state or federal law. It is our intention that all qualified applicants are given equal opportunity. Applications may not be retained for longer than 12 months.

*** Incomplete Applications will not be Accepted or Processed***

Date of Application Completion: _____

Position You Are Applying For:

Position Title: _____ Date of Availability _____

Office Location: _____

Status of Work Desired (circle all that apply):

Full-Time Part-Time Casual Temporary Intern

How did you become aware of the position (please list source)? _____

Compensation/Wage requirements _____

Personal Information:

Last Name First Name Middle Previous Name(s)

Address City State Zip

Home Phone Cellular Phone Other

Social Security Number: _____ E-Mail Address: _____

- Yes or No Are there any times or days you cannot work? _____
- Yes or No If hired, can you furnish proof that you are legally entitled to work in the United States?
- Yes or No Do you have any relatives employed at the location for which you are applying?
- Yes or No If hired, can you furnish proof that you are of legal age to perform the job for which you are applying?
- Yes or No Have you ever been convicted of a crime in the last seven (7) years (answer no to expunged and sealed records or minor traffic offenses)? If yes, please explain:

A "yes" answer or conviction does not automatically disqualify you from employment. Factors such as the date of the offence, seriousness and nature of the offense, rehabilitation and relationship of the offense to the position for which you are applying will be considered.

- Yes or No Are you currently awaiting trial for a felony? (A conviction or pending trial will not necessarily disqualify you from the position for which you are applying.)
- Yes or No Are you now, or do you expect to be engaged in any other business or employment? If yes, please explain _____
- Yes or No Have you ever had a professional license or credential revoked, suspended, denied and/or sanctioned within any industry related to banking or financial services? If so, explain the details: _____
- Yes or No Have you ever applied for employment or been employed for any of the following institutions; McKinley Investment Group, Kanawha Investment and Trust, or McKinley Carter Wealth Services? If so, what position(s) did you hold and the dates of actual employment: _____

Education:

List most recently attended institution first. (complete this section even if information is submitted on a resume)

Name of School	City	State	Major/Field of Study	Degree attained

Special Achievements and Honors:

Please list and describe any scholastic and/or professional awards and achievements earned:

EMPLOYMENT HISTORY: (List most recent employment first.)

Yes or No May we contact your current employer and/or references?

Employer Name	Address	Phone	Immediate Supervisor Name	Employment Start Date/End Date	Title/Duties	Current/Ending Salary	Reason for Leaving or wish to leave

COMPUTER/TECHNICAL AND OTHER SPECIALIZED SKILLS:

Please list all the software applications and operating systems, etc. which you feel you are proficient.

Certifications/Licenses/Registrations:

Please list all professional, trade, business credentials (name of credential or license, license or credential number, scope and coverage of credential, date issued/renewed, and date of next expiration.

APPLICATION OF EMPLOYMENT AFFIDAVIT

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND AND ACKNOWLEDGE THAT I HAVE BEEN HIRED AT THE WILL OF MCKINLEY CARTER WEALTH SERVICES AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AND THAT I MAY LIKEWISE RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

I authorize the employers, organizations, and persons stated on this application to give McKinley Carter Wealth Services (including all related entities) any and all information (except information which cannot be obtained as a matter of law) and records concerning my previous employment and education and I release and hold harmless of said employers, organizations or persons from all claims and damages arising out of the provision of this information and/or records to McKinley Carter Wealth Services.

I also understand that all employment is contingent upon my passing a pre-employment drug test and medical examination given after a conditional offer of employment has been made. I further understand that my employment is contingent upon my consent to the attainment and release of consumer or investigative report(s) regarding me, and that my employment is contingent upon McKinley Carter Wealth Services review of the information contained in any such consumer or investigative consumer reports(s). These reports may be obtained at any time after receipt of this authorization and throughout my employment, as provided by law. I have read the notice separately and provided to me regarding the attainment of such reports and my consent is given by signature below.

I also understand that McKinley Carter Wealth Services at its sole discretion, may alter, amend, or eliminate its existing employment policies, procedures, practices, compensation systems and other privileges and benefits at any time, with or without cause and/or notice (except where notice is required by law).

I CERTIFY that all information provided in this application for employment is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in termination of my employment if discovered at a later date while employed.

Applicant
Signature: _____

Date: _____