



EMPLOYEE APPLICATION

Students need to complete application

School: _____

Applicant's Personal Information

Applicant's Name: _____

Home Address: _____ Phone: _____

Grade: _____ Teacher: _____ Shirt Size: Youth M or L Adult S or M (Circle) _____

E-mail (optional): _____

F&M Kids Bank Job Description

Students hired for F&M Kids Bank are Client Assistants and rotate job between 3 positions.

Greeter: Responsible for greeting clients and writing up deposit and/or withdrawal tickets.

Teller: Responsible for processing the deposits and/or withdrawals, record the transaction and calculate the new balance. When bank closes tellers will balance their cash tray.

Ledger: Responsible for recording the master list of deposits and/or withdrawals.

General Duties

1. Must participate in training.
2. Must be a F&M Kids Bank client or open an account.
3. Must arrive at F&M Kids Bank at _____.
4. Must be punctual.
5. Must record arrival time on the attendance chart.
6. Must help set up work area.
7. Must provide excellent customer service, be polite and helpful.
8. Must be able to maintain confidentiality at all times.

Skills

1. Must understand money values and demonstrate basic math skills.
2. Must have working knowledge of a calculator.
3. Must have good penmanship.
4. Must be honest, trustworthy and responsible.

Answer the Below Questions

1. Why do you want to volunteer for F&M Kids Bank?

2. What is the #1 thing you hope to learn from volunteering at F&M Kids Bank?

3. Provide an example of how you would greet and thank F&M Kids Bank clients?

RELEASE FORM

"If my child is selected for this position, I hereby grant permission for my child, _____
_____ to participate as a F&M Kids Bank Client Assistant. I understand my child must be a
customer, wear the bank shirt, and arrive 10 minutes before bank opens on his/her scheduled work days."

I, _____, the legal guardian of _____, give permission
to Farmers & Merchants Bank & Trust to use my son's/daughter's image and artwork for purposes of
advertising and F&M Bank Marketing/Promotion. I understand that his/her image, artwork, and first name
could appear in print or by electronic means.

Signature _____ Date _____