



STATE BANK OF REESEVILLE APPLICATION FOR EMPLOYMENT

The State Bank of Reeseville is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical condition or disability, or any other characteristic as protected by law. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

POSITION APPLIED FOR: _____

Date Available to Start Work: _____

PERSONAL DATA

Name: _____

Address: _____

| | | | |
|----------------|------|-------|-----|
| Street Address | City | State | Zip |
|----------------|------|-------|-----|

Daytime Phone: _____ Evening Phone: _____ Email: _____

() _____ () _____ _____

Area Code Area Code

GENERAL INFORMATION

1. Have you ever applied for a job with the Bank in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name. Yes No

2. Have you ever been employed by the Bank in the past? If yes, please give dates of employment, positions held, and state your name while employed if different from present name. Yes No

3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? (See attached job description) If no, please explain: Yes No

4. Do you have any commitments to another employer that might affect your availability for employment with the Bank? If yes, please explain: Yes No

5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain: Yes No

6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements) If no, please explain: Yes No

7. Do you now, or will you in the future, require the Bank to sponsor an employment visa for your continued employment? Yes No

8. Have you been convicted of a felony, or released from prison in the past 10 years? Note: a yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain: Yes No

9. Are you charged with an unresolved criminal charge (have you been charged with a crime that Has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: a yes answer will not automatically disqualify you from employment. If yes, please explain: Yes No

DO NOT ANSWER QUESTIONS 10 OR 11 IF A JOB DESCRIPTION IS NOT ATTACHED!

10. Are you able to perform the tasks listed on the attached job description with or without an accommodation? Yes No

11. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?

EDUCATIONAL DATA

| SCHOOLS ATTENDED | NAME OF SCHOOL AND LOCATION | DID YOU GRADUATE? YES / NO | DEGREE/ DIPLOMA/ CERTIFICATE? | MAJOR COURSE OF STUDY |
|--|--|-------------------------------|-------------------------------------|--------------------------|
| HIGH SCHOOL | CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 | | | |
| TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING | | | | |
| COLLEGE OR UNIVERSITY | | | | |
| GRADUATE SCHOOL | | | | |
| PROFESSIONAL SEMINARS | | | | |

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

EMPLOYMENT HISTORY**PRESENT & FORMER EMPLOYERS***List Present or Most Recent Employer First – Please complete even if a resume is attached.*

Attach additional sheet if necessary.

| | | | |
|----------------------------------|--|------------------------------|-----------------------------|
| Company Name | Dates of Employment | From | To |
| Address | Supervisor (and phone number, if known) | | |
| City, State, Zip | Your name when employed, if different from present | | |
| Job Title & Duties | Reason for Leaving | | |
| Final Salary: \$ _____ per _____ | May We Contact? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|----------------------------------|--|------------------------------|-----------------------------|
| Company Name | Dates of Employment | From | To |
| Address | Supervisor (and phone number, if known) | | |
| City, State, Zip | Your name when employed, if different from present | | |
| Job Title & Duties | Reason for Leaving | | |
| Final Salary: \$ _____ per _____ | May We Contact? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | | | |
|----------------------------------|--|------------------------------|-----------------------------|
| Company Name | Dates of Employment | From | To |
| Address | Supervisor (and phone number, if known) | | |
| City, State, Zip | Your name when employed, if different from present | | |
| Job Title & Duties | Reason for Leaving | | |
| Final Salary: \$ _____ per _____ | May We Contact? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

| | |
|---|-----------------------------------|
| Please account for any time you were not employed after leaving school in the past ten years. (You need not list any unemployment periods of one month or less.) | |
| <u>Time Period(s)</u> | <u>Reason(s) for Unemployment</u> |
| If you were unable to list all past jobs for periods of unemployment on this form, please use an additional sheet. | |

REFERENCES – LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS

| <u>NAME</u> | <u>ADDRESS</u> | <u>CITY, STATE, ZIP</u> | <u>PHONE NUMBER</u> | <u>OCCUPATION</u> |
|-------------|----------------|-------------------------|---------------------|-------------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

OTHER JOB-RELATED EXPERIENCE. Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience as a treasurer of a civic or school organization, or a manager may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. (You may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except that which identifies your race, sex, age, religion, national origin, disability or other non-job-related personal information) that you think may be relevant to a decision to hire you.

IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

_____ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by the Bank, if discovered at a later date. I agree to immediately notify the Bank if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

_____ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to the Bank in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with the Bank.

_____ I understand that if employed and my employment is terminated by the Bank for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

_____ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the Board of Directors of the Bank is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed: _____ Date: _____