



Human Resources Use Only	
Date application received	_____
Application Logged	<input type="checkbox"/>

EMPLOYMENT APPLICATION FORM

NOTICE TO APPLICANT:
 Any individual who, because of a disability, needs accommodations or assistance in completing this application or at any time during the application process, should contact the Human Resources Department or local Office Administrator. Please print and complete all requested information. Please use an additional sheet of paper if additional room is needed to complete any question or any part of this application.

Peoples Security Bank & Trust Company is an equal opportunity employer. It is our policy to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, terms and conditions of employment to qualified persons without regard to race, religion, color, creed, ancestry, national origin, sex (including pregnancy, childbirth, or related medical conditions), gender, age, national origin, ancestry, sexual orientation, genetic information, veteran's status, physical or mental disability which does not interfere with the ability to perform the essential functions of an employee's job with or without reasonable accommodation or any other category protected by federal, state or local laws.

GENERAL INFORMATION

Date of Application:				
Last Name:		First Name:		Middle:
Street Address:		City:	State:	Zip:
Email Address:				
Home Phone ()		Cell ()		Business ()
Position Applied For:			Date you can start work:	
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Part-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Circle which days of the week you are able to work: Monday Tuesday Wednesday Thursday Friday Saturday				
How did you learn of this job opening?				
Have you received a referral from a current employee? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of employee:	
Do you have any relatives currently employed by Peoples Security Bank & Trust Company? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Name:		Relation:		

PERSONAL INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have, or have you applied for the legal right to work in the Unites States?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years of age?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever worked for Peoples Security Bank or its subsidiaries under another name?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? DL#: _____ State of Issue: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had any accidents in the last five years?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you been cited for any moving violations in the last five years?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Has your driver's license ever been suspended, revoked, denied, or cancelled? If yes, please explain:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been discharged or fired from any job that you have held within the past 10 years? If yes, describe the circumstances involved:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have any past employers taken any disciplinary action against you within the last 2 years? If yes, please explain the discipline in detail:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of, or pled guilty to, any felony or misdemeanor crime? <small>If you answered yes to the above question, list all crimes which you have been convicted of or pled guilty to and include the date of the offense. Please note that you will not automatically be excluded from consideration based upon a criminal record. We will consider factors such as: (1) the nature and gravity of the offense or conduct, (2) the time that has passed since the offense, and/or the completion of the sentence, (3) the nature of the job held or sought, and (4) the evidence of rehabilitation. We will consider State and Federal Laws when making any employment decision.</small>

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EMPLOYMENT HISTORY

PLEASE NOTE: Your application may not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the correct phone numbers of past employers are critical. Ask for a phonebook if necessary.

Most Recent Employer

Company Name:	Type of Business:		
Street Address	City	State	Zip
Supervisor's Name:	Phone Number ()		
Dates Employed (from – to):	Title:	Rate of pay:	
Duties:			
Reason for leaving:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Even if you mark "no" and indicate that you prefer we not contact an employer at this time, your employers will be contacted after a job offer has been made and accepted.</small>			

2nd Most Recent Employer

Company Name:	Type of Business:		
Street Address	City	State	Zip
Supervisor's Name:	Phone Number ()		
Dates Employed (from – to):	Title:	Rate of pay:	
Duties:			
Reason for leaving:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Even if you mark "no" and indicate that you prefer we not contact an employer at this time, your employers will be contacted after a job offer has been made and accepted.</small>			

3rd Most Recent Employer

Company Name:	Type of Business:		
Street Address	City	State	Zip
Supervisor's Name:	Phone Number ()		
Dates Employed (from – to):	Title:	Rate of pay:	
Duties:			
Reason for leaving:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Even if you mark "no" and indicate that you prefer we not contact an employer at this time, your employers will be contacted after a job offer has been made and accepted.</small>			

EMPLOYMENT APPLICATION FORM

EDUCATION AND TRAINING
(Transcripts may be requested)

Name of Schools Attended	City/State and Phone Number	No. of Years	Graduated?	Degree	Major/Concentration
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business/Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Special Skills/Certifications

References (Do not list immediate family members)

Name:	Phone Number: ()
Relationship:	Years Acquainted:

Name:	Phone Number: ()
Relationship:	Years Acquainted:

Name:	Phone Number: ()
Relationship:	Years Acquainted:

APPLICATION INFORMATION CERTIFICATION

1. The purpose of the employment application form is to provide you with the opportunity to describe your experience, skills, abilities and other personal attributes which would make you eligible to be considered for the position indicated. Please complete the entire application. If any pertinent questions are not answered, this application will be rejected. This application must be signed in order to be accepted. Your application will only be considered for this position.
2. Your application will be kept under active consideration for ninety (90) days. If you want to be considered after this time, you must submit a new application.
3. All new employees are required to comply with the employment verification requirements of the Immigration Reform and Control Act. This means that if you are hired, you will be required, no later than three days of starting work, to provide documents proving your identity and authorization to work in the United States.
4. I understand that if I am offered a position and accept employment with Peoples Security Bank and Trust Company such employment is entirely at will, for no specified term. I understand that this employment application is not a contract of employment, and that if hired I may voluntarily resign employment and may be terminated by Peoples Security Bank and Trust Company at any time and for any reason. My failure to provide proper notice of resignation may result in my forfeiting of certain accrued benefits. I further understand that no representative of Peoples Security Bank and Trust Company has the authority except for the Chief Executive Officer to enter into any written or oral agreement or contract for employment for any specified period of time, or to make any written or oral agreement that contradicts this paragraph provided that it is both written and executed.
5. I hereby affirm that the information provided in this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me and may be considered sufficient justification for dismissal if discovered at a later date.
6. I give permission to Peoples Security Bank & Trust Company and/or their Agent to investigate any and all information concerning my application in order to determine its accuracy. This includes, but is not limited to, criminal background checks, credit history check, employment and personal reference requests and verification of educational or certification credentials.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT.

Name (please print):

Signature

Date



FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT AND AUTHORIZATION

DISCLOSURE STATEMENT

A consumer report may be obtained on you for employment purposes. It may be an “investigative consumer report” that includes information as to your character, general reputation, personal characteristics, and mode of living. For investigative consumer reports, you have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as your neighbors, friends, or associates.

AUTHORIZATION

I voluntarily and knowingly authorize Peoples Security Bank and Trust Company or its authorized agents, for employment purposes only, to obtain or prepare consumer reports or investigative consumer reports as part of the process of my applying for employment, including independent contractor assignments as applicable. I understand that if Peoples Security Bank and Trust Company hires me or contracts for my services, my consent will apply, and Peoples Security Bank and Trust Company or its authorized agents may prepare and obtain consumer reports or investigative consumer reports throughout my employment or contract period.

Please provide all requested information below.

Last Name _____ First Name _____ Middle Name _____ Suffix _____

Other Names Used _____

Current Address _____ City _____ State _____ Zip _____ Since: _____

Previous Address _____ City _____ State _____ Zip _____ From _____ To _____

Previous Address _____ City _____ State _____ Zip _____ From _____ To _____

Social Security Number _____

Driver's License Number _____ State Issued _____

Print Name _____

Signature _____ Date _____



SELF-IDENTIFICATION QUESTIONNAIRE

Peoples Security Bank and Trust Company is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Peoples Security Bank & Trust Company invites you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, such data will not identify any specific individual.

Name: _____

Title of job applied for: _____

Referral Source

- | | |
|--|---|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> High school referral |
| <input type="checkbox"/> Newspaper advertisement | <input type="checkbox"/> College recruiting |
| <input type="checkbox"/> State employment office | <input type="checkbox"/> Bank-initiated contact |
| <input type="checkbox"/> Civic organization | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Employee referral | |

Race

- White—origins in Europe, North Africa, or Middle East
- Asian—origins in Far East, South East Asia, India, or Pacific Islands
- Black—origins in Africa
- Hispanic—Mexican, Puerto Rican, Cuban, Central or South America
- American Indian—origins in North American, to exclude Alaska

Physical Condition

- No handicap
- Physical handicap (no facility modification required)
- Physical handicap (facility modification required)
- Health handicap (heart attack, diabetic, kidney disorder, seizures, etc.)
- Mental handicap (learning disability)

Veteran/U.S. Military State

- | | |
|---|--|
| <input type="checkbox"/> Non-Veteran | <input type="checkbox"/> Vietnam Era Veteran with service incurred disability |
| <input type="checkbox"/> Pre-Vietnam Veteran | <input type="checkbox"/> Post-Vietnam Veteran |
| <input type="checkbox"/> Vietnam Era Veteran (8/5/64 – 5/7/75) | <input type="checkbox"/> Post-Vietnam Veteran with service incurred disability |
| <input type="checkbox"/> Pre-Vietnam Era Veteran with service incurred disability | |

Active National Guard Reservist

- Yes
- No

Sex

- Male
- Female