





## EMPLOYMENT APPLICATION FORM

### 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 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.			

#### 2<sup>nd</sup> 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 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.			

#### 3<sup>rd</sup> 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 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.			

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### EDUCATION AND TRAINING (Transcripts may be requested)

Education	Name of School Attended	Address City State Zip	Phone Number	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:	Email Address:
Relationship:                      Years Acquainted:	Phone Number:

Name:	Email Address:
Relationship:                      Years Acquainted:	Phone Number:

Name:	Email Address:
Relationship:                      Years Acquainted:	Phone Number:

### 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



## 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

- Walk-in
- Newspaper advertisement
- State employment office
- Civic organization
- Employee referral
- High school referral
- College recruiting
- Bank-initiated contact
- Other (specify) \_\_\_\_\_

### 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

- Non-Veteran
- Pre-Vietnam Veteran
- Vietnam Era Veteran (8/5/64 – 5/7/75)
- Pre-Vietnam Era Veteran with service incurred disability
- Vietnam Era Veteran with service incurred disability
- Post-Vietnam Veteran
- Post-Vietnam Veteran with service incurred disability

### Active National Guard Reservist

- Yes
- No

### Sex

- Male
- Female

PERSONAL AND CONFIDENTIAL

THIS PAGE CONTAINS SENSITIVE INFORMATION. KEEP ONLY IN SECURE FILES, SEPARATELY FROM PERSONNEL RECORDS.