



Prairie State Bank & Trust

Application for Employment

Thank you for applying at Prairie State Bank & Trust!

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the applications and/or interview process should notify a representative of the Human Resources Department. It is the policy of Prairie State Bank & Trust to provide a harassment-free and equal employment opportunity work environment for all applicants and employees. Prairie State Bank & Trust is committed to complying with all applicable federal and state and local regulations, which provide protection from discrimination for various groups of applicants and employees.

Please answer all questions completely and accurately. Incomplete applications may be rejected.

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address					Apartment/Unit #				
City			State			ZIP			
Phone			E-mail Address						
Date Available		Position Applied for			Desired Salary				
Are You Presently Employed			Yes	No	May We Contact your Present Employer?			Yes	No
Are you available on Saturdays?			Yes	No	Check Availability	Full Time		Part Time	
PREVIOUS EMPLOYMENT									
Company					Phone				
Address					Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Company					Phone				
Address					Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$	
Responsibilities									
From		To		Reason for Leaving					
May we contact your previous supervisor for a reference?				YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		
Company					Phone				
Address					Supervisor				
Job Title			Starting Salary		\$	Ending Salary		\$	

Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

Additional previous employment may be included on a separate page

EDUCATION

High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					
Full Name			Relationship		
Company			Phone		
Address					

MILITARY SERVICE

Branch	From	To
Rank at Discharge		

INFORMATION

Are you currently legally eligible (by reason of citizenship or legal alien status) for employment in the United States?	Yes	No
Will you require employer sponsorship in order to remain eligible for work in the United States? (Applicants must be presently authorized to work in the United States on a full-time basis. Prairie State Bank & Trust does not sponsor individuals for the purpose of obtaining H-1 visas.)	Yes	No
Have you ever worked under a different last name than you currently use? If yes, provide name _____	Yes	No
If you are under 18 years of age, do you have a work permit?	Yes	No
Have you ever applied for employment at Prairie State Bank & Trust? If yes, When _____	Yes	No
Have you ever been employed by Prairie State Bank & Trust?	Yes	No

If yes, list date(s) & position(s)_____

Are you related to anyone currently employed at Prairie State Bank & Trust?

If yes, List name(s)

Yes

No

Have you ever been employed by another financial institution?

If yes, provide name and location:

Yes

No

How were you referred to Prairie State Bank & Trust? (Name of person, Newspaper, etc)

Have you ever been convicted of a criminal offense or participated in a pre-trial deferral or diversion program? Yes No
Falsification, misrepresentation, and/or omission of criminal conviction is grounds for refusal to hire, or if hired, for dismissal. If answer is yes, indicate date(s) of conviction and the type(s) of offense(s); include those matters for which you may have plead guilty, no contest, or participated in a pre-trial division program. Applicant is not "obligated to disclose sealed or expunged records of conviction or arrest."

The Federal Deposit Insurance Act, 12 U.S.C. 1829, generally prohibits insured financial institutions from employing individuals who have been convicted of any criminal offense involving dishonesty or a breach of trust, or have agreed to enter into a pre-trial diversion or similar program in connection with the prosecution of a criminal offense involving dishonesty or a breach of trust.

Should you have a criminal conviction or a pending charge involving a breach of trust or dishonest act, Prairie State Bank & Trust may be required to suspend or terminate your employment pursuant to Federal regulations. If you have any concerns with regard to these matters, our preference is to discuss them prior to employment. Omission of information deemed material by Prairie State Bank & Trust will be considered a willful misstatement and will be grounds for immediate termination for the application process or of employment by Prairie State Bank & Trust.

AUTHORIZATION – Please read carefully.

If you have any questions regarding this statement, please discuss them with a Prairie State Bank & Trust representative before signing.

I certify that the information and facts contained in this application is true and complete to the best of my knowledge and understand that falsification, misrepresentation and/or omission of information and facts is grounds for refusal to employ, if employed, is grounds for immediate dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

If I would be employed, I agree to follow all policies, rules, regulations and performance standards of Prairie State Bank & Trust. I understand that Prairie State Bank & Trust's receipt of this application does not imply that I will be interviewed or employed. I understand that if hired, the first 90 days of employment are considered a probationary period.

I understand and agree that if employed no representative of the company has any authority to enter into any agreement for employment any specified period of time. I understand that if employed my employment will at all time be an "employment at will" and can be terminated at any time, with or without cause or notice, by either Prairie State Bank & Trust or myself.

I certify that I have read, fully understand and accept all terms of the applicant statement. I understand that if offered employment, my employment is contingent upon completing all aspects of the pre-employment screening process including, but not limited to reference, criminal background, drug screening, and credit checks. I understand that if employed, Prairie State Bank & Trust may conduct random credit checks throughout my period of employment without additional notification.

I understand that Prairie State Bank & Trust may require me to undergo a drug test conducted by an agent selected by Prairie State Bank & Trust to determine the presence of both legal and illegal drugs as a condition of my employment and/or continued employment. I consent to the release of my drug test to Prairie State Bank & Trust. I further release Prairie State Bank & Trust, including all of its officers, agents, representatives, and employees from all claims, suits, causes of action, liabilities and damages associated with or arising from my submission to such drug tests.

Applicant's Signature_____ Date_____



Prairie State Bank & Trust

Applicant Equal Opportunity Employer Information

Prairie State Bank & Trust is an equal opportunity employer. You may voluntarily help Prairie State Bank & Trust in its efforts to comply with the program's requirements by answering the following questions. Under the State and Federal law, the information you provide cannot be used to discriminate against you. The information is kept separate from employment applications and will not affect your candidacy for employment.

Last Name		First		M.I.		
Street Address					Apartment/Unit #	
City		State		ZIP		
Social Security No.		Gender		Male		Female
Position applied for					Today's Date	
EOE Race Code (please check):						
<input type="checkbox"/>	White, Non Hispanic – all persons having origins in any of the original peoples of Europe, North America, or the Middle East					
<input type="checkbox"/>	Black, Non Hispanic – all persons having origins in any of the Black racial groups of Africa					
<input type="checkbox"/>	Hispanic – all persons of Mexican, Puerto Rican, Cuban, Central/South American or other Spanish speaking culture, regardless of race					
<input type="checkbox"/>	Asian or Pacific Islander – all persons having origins in the original peoples of the Far East, Southeast Asia, The Indian Subcontinent or the Pacific Islands, including but not limited to China, India Japan, Korea, Samoa and the Phillipine Islands					
<input type="checkbox"/>	American Indian of Alaskan Native – all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition					
<p>_____ I have read the above statement and voluntarily provide the requested information to be used for the purpose stated.</p> <p>_____ I have read the above statement and decline the invitation to provide the requested information.</p> <p>I certify that my answers are true and complete to the best of my knowledge.</p>						
Signature				Date		