



Prairie State Bank & Trust

INTERNSHIP PROGRAM

2023 APPLICATION &
PROCESS

SKILLS

INTERNSHIP

EXPERIENCES

TRAINING

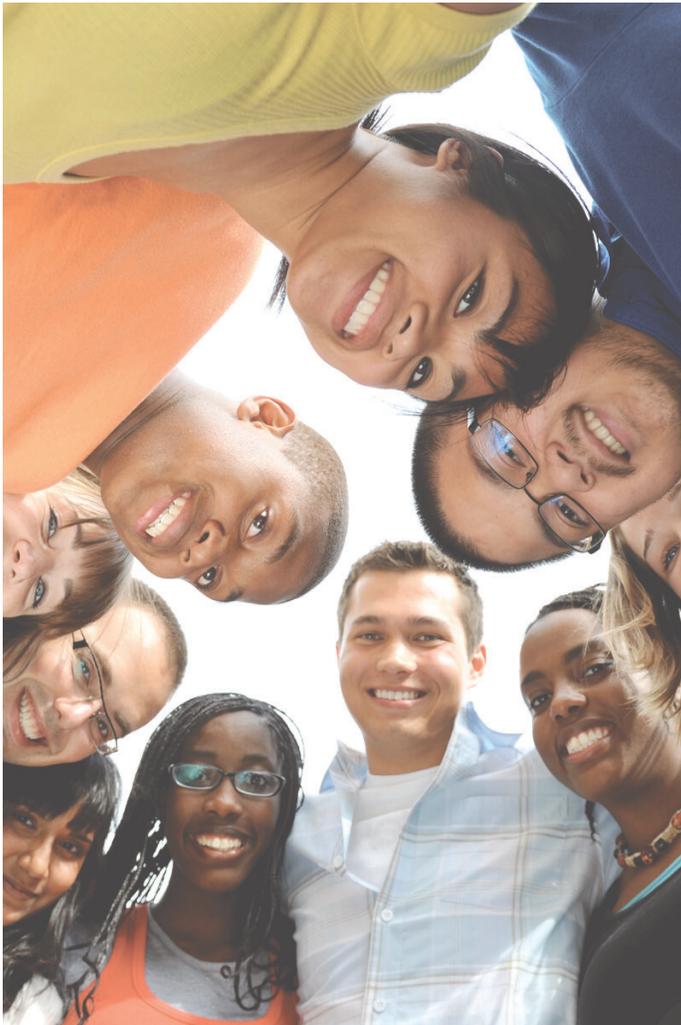
ABOUT THE COMPANY

Prairie State Bank & Trust is a community bank with over \$800 million in total assets, 140 employees and 18 bank locations throughout central Illinois.

Prairie State Bank & Trust offers competitive bank products and services to a variety of customers including individuals, small businesses, farms and units of government.

Due to our location in central Illinois, agriculture loans and farm customers make up a large portion of our business base. Lending, crop insurance and bank training expand the services typically expected of a community bank.

We intend to continue to differentiate ourselves through exceptional service, innovative ideas and giving back to the communities we serve.



INVESTMENT IN PEOPLE IS THE BEST BUSINESS PLAN.

Our 10-week paid summer internship program is intended for outstanding students who are members of groups underrepresented in careers in banking. Our aim is to encourage greater diversity in professions related to banking and finance.

This internship is an exceptional opportunity to get an in-depth look at several positions, departments and opportunities. Our interns will be actively working in multiple departments and will leave this program with expansive knowledge gained from our program.

2023 INTERNSHIP INFORMATION PACKET

➤ **APPLICATION DEADLINE:**
Monday, March 6th, 2023 by 11:59 PM Central

➤ **INTERNSHIP AWARDED:**
Monday, April 3rd, 2023

➤ **INTERNSHIP DURATION DATES:**
Monday, May 22nd, 2023 to Friday, August 4th, 2023

➤ **GENERAL REQUIREMENTS:**

Eligible candidates must meet the basic requirements and complete the internship application in its entirety. Additional information may be attached.

In order to be eligible for this internship, a candidate

- Must be a member of an underrepresented or marginalized group (including but not limited to underrepresented racial populations, women, LGBTQUI, low income, individuals with disabilities, etc.)
- Must have a permanent address in or be attending an institution in one of the following counties in Illinois:
 - Champaign, Coles, Fulton, Macon, Macoupin, McLean, Montgomery, Morgan, or Sangamon
- Must be pursuing a degree in accounting, business, finance or related field.
- Must have completed 60 hours at an accredited college or university, including community college, and be in good standing or may be a recent college graduate.
- Must have a minimum cumulative GPA of 3.0 on a 4 point scale or the equivalent of a "B" average.
- Must have successfully completed two courses offered as a community service by Prairie State Bank & Trust. These are titled "Introduction to Banking for Young Adults" and "How to Fund Your Future". Links to these courses can be obtained by contacting internship@psbank.net.
- Immediate family members of current Prairie State Bank & Trust or American Central Financial Group employees are not eligible for this internship.

APPLICATION PROCESS

➤ **APPLICATION PROCESS**

Applications are available on our website, www.psbank.net, under the "About Us" tab.

- Please submit your application packet either electronically to internship@psbank.net or by mail to Internship, Prairie State Bank & Trust, 1361 Toronto Road, Springfield, IL 62712



➤ APPLICATION PROCESS CONTINUED

- The Application Packet must include:
 - A completed Prairie State Bank & Trust Internship Application. Please type or clearly print your responses. The application must be completed in its entirety and submitted as above no later than **Monday, March 6th, 2023.**
 - Application includes a writing sample of no more than 750 words in response to one of the prompts provided in the application.
 - Application includes a video introduction of yourself, why you are interested in an internship with PSB&T and how you feel the internship will benefit your educational experience. Limited to a 3 minute video.
 - A current official transcript provided by your institution. A student copy or unofficial transcript will NOT be accepted.
 - Two letters of recommendation, forms are available with the application packet. One should be an academic reference describing your academic achievements. The second should be written by a non-relative who can describe your extracurricular activities which may include school activities, volunteer or community service or professional performance. This may be submitted by a coach, church advisor, volunteer coordinator, employer or professor.

➤ SELECTION PROCESS:

All underrepresented candidates who have demonstrated leadership within their academic and/or community activities are encouraged to apply. You must reside (permanent address) or attend school within the geographic area served by Prairie State Bank & Trust as previously defined.

Successful candidates will have completed at least 60 hours of college coursework including those who have recently graduated. This internship is automatically terminated should the student fail to enroll as a full-time college student in the award year except for those who have recently completed their degree.

➤ DOCUMENTS INCLUDED IN THIS PACKET:

- Application
- Letter of Recommendation Forms

➤ FOR MORE INFORMATION:

Contact Prairie State Bank & Trust Internship Committee at internship@psbank.net or call us at **1-800-597-2977.**



2023 INTERNSHIP APPLICATION



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APPLICANT INFORMATION

Name:			
Date of birth:	Phone:	Email:	
Permanent address:			
City:	State:	ZIP Code:	
Ethnicity (Optional):	American Indian Latino/Hispanic Unknown	Asian White	African American 2 or more races

EDUCATIONAL INFORMATION

Name of College or University:	
School Address:	
City:	State: ZIP Code:
Program Coordinator for Internship:	Phone:
Cumulative GPA:	Expected Graduation Date:
Degree or Major:	
Honors and Awards (include dates received):	
School Athletics, Clubs, Organizations (include number of years involved and any office or leadership role held):	

2023 INTERNSHIP APPLICATION



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Activities Outside of School:

Community Service/Volunteerism (include name of organization, role played, and number of years of service):

EMPLOYMENT

INCLUDE PART-TIME AND SUMMER EMPLOYMENT BEGINNING WITH THE CURRENT OR MOST RECENT

Employer:	Supervisor:
Telephone #:	Dates Employed:

Responsibilities:

Employer:	Supervisor:
Telephone #:	Dates Employed:

Responsibilities:

Employer:	Supervisor:
Telephone #:	Dates Employed:

Responsibilities:

2023 INTERNSHIP APPLICATION



Employer:	Supervisor:
Telephone #:	Dates Employed:
Responsibilities:	

ESSAY PROMPTS

Please select one essay prompt and submit a maximum of 750 words in response.

- Describe why you have selected your degree path and your career plan beyond graduation.
- Explain why you have chosen your school and its influence on your career plans.
- Share an experience that has shaped your view of your community and your role in improving it.
- Share a concept you would support to help students best prepare financially for the cost of college.
- What role can community bankers play in making college more affordable?

LETTERS OF RECOMMENDATION

Please provide the names of the two individuals who will be submitting letters of recommendation on your behalf:

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CERTIFICATION AND RELEASE AUTHORIZATION

I certify that the information I have provided is accurate, complete and true. I authorize release of this information to Prairie State Bank & Trust (PSB&T) for the purposes of confirming this application. I give permission to the PSB&T Internship Committee to copy my application packet for purposes of evaluation and consideration for an internship. If I am selected to receive an internship, I authorize PSB&T to use my name and likeness in any and all marketing, public relations or publicity activities to promote the PSB&T Internship Program.

Applicant's Signature:	Date:
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Return completed application, letters of recommendation, essay, and transcript to:

Prairie State Bank & Trust
 c/o Internship Committee
 1361 Toronto Road
 Springfield, IL 62712

Electronic submission of application, essay & video introduction can be sent to internship@psbank.net. Please ensure you are clearly identifying your name and address within the email body in order to ensure it is placed with completed application.

2023 INTERNSHIP LETTERS OF RECOMMENDATION



Prairie State Bank & Trust

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Thank you for taking the time to complete this brief statement regarding a candidate for the Prairie State Bank & Trust (PSB&T) Internship. PSB&T has established this program to assist those pursuing banking related degrees. This form must be completed in its entirety to highlight the candidate's academic and community achievements. Additional information may be attached. The internship committee may wish to contact you regarding the candidate. Please provide a daytime phone number and email where we can easily contact you.

DEADLINE: MONDAY, MARCH 6TH, 2023

Candidate's Name: First Last

INSTRUCTIONS TO RECOMMENDER

Please complete the bottom of this form and state below or on a separate sheet of paper your opinion of the applicant's character and how you have observed this applicant being an asset to their school and/or community including why you believe the applicant deserves this internship. Include in your narrative, how long and in what capacity you have known this candidate. If you use a separate sheet of paper, please do not forget to submit this form. Thank you for your assistance and cooperation.

Please type or print the following information:

Name:	Date:
Signature:	Position:
Institution/Organization:	
Address:	
Daytime Phone #:	

Please mail or email completed form and any additional pages to:
 Prairie State Bank & Trust c/o Internship Committee
 1361 Toronto Road, Springfield, IL 62712
 internship@psbank.net