



Prairie State Bank & Trust

# INTERNSHIP PROGRAM

2021 APPLICATION &  
PROCESS

SKILLS

INTERNSHIP

EXPERIENCES

TRAINING

# ABOUT THE COMPANY

Prairie State Bank & Trust is a community bank with over \$700 million in total assets, 170 employees and 20 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 add to 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 summer internship program is designed to offer students interested in the banking field an exceptional opportunity to get an in-depth look at several positions, departments and opportunities. Our interns leave this program with expansive knowledge gained from our program.

# 2021 INTERNSHIP INFORMATION PACKET

## ➤ APPLICATION DEADLINE:

Sunday, April 25th, 2021 by 11:59 PM Central

## ➤ INTERNSHIP AWARDED:

Friday, May 7th, 2021

## ➤ INTERNSHIP DURATION DATES:

Monday, May 24th, 2021 to Friday, August 6th, 2021

## ➤ 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 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, Pike and Sangamon
- Must be pursuing a degree in accounting, business, finance or related field.
- Must have completed 60 hours at an accredited college or university 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 Financial Literacy and Funding Your Future. Links to these courses can be obtained by contacting [internship@psbank.net](mailto:internship@psbank.net).
- Immediate family members of current Prairie State Bank & Trust or American Central Bancorporation employees are not eligible for this internship.

## APPLICATION PROCESS

### ➤ APPLICATION PROCESS

Applications are available on our website, [www.psbank.net](http://www.psbank.net), under the "About Us" tab.

- Please submit your application packet either electronically to [internship@psbank.net](mailto: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 **Sunday, April 25th, 2021**.
  - 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 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](mailto:internship@psbank.net).



# 2021 INTERNSHIP APPLICATION



APPLICANT INFORMATION			
Name:			
Date of birth:	Phone:	Email:	
Permanent address:			
City:	State:	ZIP Code:	
Ethnicity (Optional):	American Indian Hispanic Unknown	Asian White	Black 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):			

# 2021 INTERNSHIP APPLICATION



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:	

# 2021 INTERNSHIP APPLICATION



Employer:	Supervisor:
Telephone #:	Dates Employed:
Responsibilities:	
<b>ESSAY PROMPTS</b>	
Please select one essay prompt and submit a maximum of 750 words in response. <ul style="list-style-type: none"><li>• Describe why you have selected your degree path and your career plan beyond graduation.</li><li>• Explain why you have chosen your school and its influence on your career plans.</li><li>• Share an experience that has shaped your view of your community and your role in improving it.</li><li>• Share a concept you would support to help students best prepare financially for the cost of college.</li><li>• What role can community bankers play in making college more affordable?</li></ul>	
<b>LETTERS OF RECOMMENDATION</b>	
Please provide the names of the two individuals who will be submitting letters of recommendation on your behalf:	
•	
•	
<b>CERTIFICATION AND RELEASE AUTHORIZATION</b>	
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:

Return completed application, letters of recommendation, essay, and transcript to:

Prairie State Bank & Trust  
c/o Internship Committee  
1361 Toronto Road  
Springfield, IL 62704

Electronic submission of application, essay & video introduction can be sent to [internship@psbank.net](mailto: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.

# 2021 INTERNSHIP RECOMMENDATION FORM



**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: APRIL 25TH, 2021**

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 completed form and any additional pages to:  
Prairie State Bank & Trust c/o Internship Committee  
1361 Toronto Road, Springfield, IL 62712  
[internship@psbank.net](mailto:internship@psbank.net)