



Peoples National Bank

EMPLOYMENT APPLICATION

Thank you for your interest in applying for a position with Peoples National Bank. Because of our commitment to offering the highest possible satisfaction to our customers, we are interested in *hiring the best*. We want to have a complete understanding of your qualification, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both Peoples National Bank and our employees. Please answer the questions on the following employment application honestly, completely and thoughtfully. In responding to questions on this application, continue on a separate sheet of paper if you require more space. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, qualified disability or any other status or condition protected by law.

Date of Application _____ / _____ / _____

PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Initial

Address: _____
Street (Apartment Number)

City State Zip Code

() Home Phone Number () Alternate Number (cell, pager, work, etc.)

If you are under 18 years of age, do you have a work permit / certificate of age? Yes No

If you have ever worked under a different name, please identify: _____

JOB INTERESTS

Position Desired: _____

Salary expectations: \$ _____/hr \$ _____/wk \$ _____/month

Are you available for full-time work Yes No Are you available for part-time work? Yes No

Are you willing to work any shift? Yes No

Which days of the week are you able to work (*Please circle*)? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Will you work overtime? Yes No Date you can start work: _____

How did you learn of this job opening? _____

Have you ever worked for Peoples National Bank? Yes No

When? _____ Your supervisor's name: _____ Why did you leave? _____

Have you received a referral from a current employee? Who? _____

Do you know anyone who works at Peoples National Bank? Who? _____

PERSONAL INFORMATION

Do you have, or have you applied for the legal right to remain permanently and work in the United States?

Yes No

Have you ever been discharged or asked to resign by an employer? Yes No If yes, please explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since Peoples National Bank will consider factors such as age, time of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision.

Have you ever been convicted of or plead guilty to a crime, other than minor traffic violations? Yes No

If yes, please explain: _____

WORK HISTORY

ALL APPLICANTS MUST ACCOUNT FOR THE LAST 10 YEARS

Starting with your present or last job, include and account for all periods of time, unemployment and military service for the last 10 years. If you need additional space, please continue on a separate sheet of paper. Even if you mark "no" indicating that you prefer we not contact your current employer at this time, your current or most recent employer may be contacted *AFTER a job offer has been made and accepted.

Begin with your current or most recent employer.

Are you presently employed? Yes No

Are you on a layoff and subject to recall? Yes No

If yes, to where? _____

1.) Present or Last Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____ Phone: (_____) _____

Starting Position: _____ Pay \$ _____

Final Position: _____ Pay \$ _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Name & Title of Supervisor: _____

Description of Work Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "no", please explain: _____

May we *Contact your present employer at this time? Yes No If "no", please explain: _____

Work History Continued On Next Page

2.) Next Previous Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____ Phone: (_____) _____

Starting Position: _____ Pay \$ _____

Final Position: _____ Pay \$ _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Name & Title of Supervisor: _____

Description of Work Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "no", please explain: _____

3.) Next Previous Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____ Phone: (_____) _____

Starting Position: _____ Pay \$ _____

Final Position: _____ Pay \$ _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Name & Title of Supervisor: _____

Description of Work Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "no", please explain: _____

Work History Continued On Next Page

4.) Next Previous Employer: _____

Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____ Phone: (_____) _____

Starting Position: _____ Pay \$ _____

Final Position: _____ Pay \$ _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Name & Title of Supervisor: _____

Description of Work Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "no", please explain: _____

EDUCATIONAL DATA

High School: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Did you graduate? Yes No If "No", highest grade achieved: _____ Have you received your GED? Yes No

College: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Major: _____ Dates Attended: _____

Degree received: _____ Grade Point Average: _____

Trade, Business or Correspondence School: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Major: _____ Dates Attended: _____

Degree received: _____

Are you planning to pursue further studies? Yes No If "Yes", When, Where and what courses?

MILITARY EXPERIENCE

Have you ever been in the United States Armed Services? Yes No What Branch? _____

Describe any skills you acquired in the Service, which would be useful to the job for which you are applying: _____

REFERENCES

List the names of any professional references who have known you for at least three years and from whom you can obtain letters of recommendation. **Do not list relatives.**

1. Name: _____ Occupation: _____
Work Phone: (____) _____ Home Phone: (____) _____ Cell / or Other: (____) _____
Relationship to applicant: _____
2. Name: _____ Occupation: _____
Work Phone: (____) _____ Home Phone: (____) _____ Cell / or Other: (____) _____
Relationship to applicant: _____
3. Name: _____ Occupation: _____
Work Phone: (____) _____ Home Phone: (____) _____ Cell / or Other: (____) _____
Relationship to applicant: _____

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING:

By signing below, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information, which, if known to Peoples National Bank would affect my application unfavorably.

If Peoples National Bank hires me and if they discover at any time during my employment that any of the statements or answers on this application is false, misleading, or incomplete, I may be dismissed immediately from my job.

This employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with Peoples National Bank after this period, I must fill out another application. However, if I am hired, I recognize that this employment application becomes a part of my official employment record and remains in effect during the duration of my employment.

I agree to submit to a medical examination, which may include testing for drugs or alcohol prior to beginning work with Peoples National Bank. I understand that if I am employed by Peoples National Bank I may be required, when job-related and consistent with Peoples National Bank business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with Peoples National Bank I agree to abide by all the company's rules and regulations.

I understand that nothing in this employment application creates a contract of employment between Peoples National Bank and me. If I am hired by Peoples National Bank my employment and compensation are "at will", which means that my employment can be terminated, either by Peoples National Bank or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing that is not an at-will agreement. Only the President of Peoples National Bank has the authority to enter into any employment agreement for any specified period of time, with me.

I agree to release to Peoples National Bank or its designated agents all medical information including but not limited to, files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with Peoples National Bank business needs. I acknowledge that this is a general release and that, if hired, it remains in effect for the duration of my employment.

In the event of my personal indebtedness to Peoples National Bank I authorize the company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Peoples National Bank

I give Peoples National Bank my permission to conduct any investigation regarding the information contained in my employment application (and accompanying resume, if any), which Peoples National Bank thinks is necessary to determine my qualifications for assuming a job with the company. I give Peoples National Bank my permission to contact former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to Peoples National Bank whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability, which might result from furnishing any information about me.

I agree that any claim or lawsuit relating to my employment with Peoples National Bank or any of its companies or subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I HAVE READ AND UNDERSTOOD THIS APPLICATION.

DATE

SIGNATURE

EMPLOYMENT BACKGROUND AUTHORIZATION

1. 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. When I responded to questions on this application, I continued on a separate sheet of paper and attached it to this application when I required more space to fully answer all questions.
2. I understand that an investigative report may be generated on me that may include information as to written, oral, or other -- from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history. Criminal history records from any criminal justice agency in any or all-federal, state, city and county jurisdictions. Included as well but not limited to State Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration. As well as Military National Personnel Record Center, Educational institutions including but not limited to transcripts or any individual, company, firm, corporation, present and/or past employers, public agencies (including the Social Security Administration and the US Citizenship & Immigration Services). I fully give my consent to and understand that Peoples National Bank and /or their agent Gall & Gall Company, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph.
3. If applicable all medical and workers' compensation information will be requested in compliance with all Federal and State laws including the Americans with Disabilities Act (ADA). According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.
4. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.
5. Minnesota, Oklahoma, and New York applicants only: Please check this box if you want a copy of the consumer report if one is obtained by Peoples National Bank .
6. California applicants only: By signing below, you acknowledge receipt of the "Notice Regarding Background Investigation Pursuant to California Law". Please check this box if you would like to receive a copy of the investigative consumer report or consumer credit report if one is obtained by Peoples National Bank at no charge whenever you have the right to receive such a copy under California law. .
7. I hereby authorize, without reservation, anyone contacted by Peoples National Bank and/or their agent Gall & Gall Company, Inc., to furnish the information described in Section 1.
8. If employed by Peoples National Bank I hereby authorize, without reservation, Peoples National Bank and/or their agent Gall & Gall Company, Inc., to re-investigate me as described in the above paragraphs at anytime during my employment.

APPLICANT TO COMPLETE THE FOLLOWING:

Signature	Today's Date
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Please print full name

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print other names you have used	Social Security Number	Date of Birth
Home Address	City	State Zip
Driver's License Number and State	Name as it appears on License	

Have you ever been convicted of or plead guilty to a crime? No Yes If yes, please explain: _____

A "Conviction" will not automatically disqualify you from being considered as a candidate for employment.

FAIR CREDIT REPORTING ACT NOTICE: In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. Status of updates is available on request. Although every effort has been made to assure accuracy, Gall & Gall Company, Inc.'s policy requires purchasers of these reports to have signed a Service Agreement and maintain original release forms of the applicant for 2 years to comply with the F.C.R.A. This assures Gall & Gall Company, Inc. that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. Gall & Gall Company, Inc., 8555 N. Dixie Drive, Dayton, Ohio 45414, 937-264-4900 or 1-800-759-4255

CONFIDENTIAL AFFIRMATIVE ACTION DATA FORM

As an equal opportunity employer/affirmative action employer, Peoples National Bank is required to maintain ethnicity, race, and gender data on all applicants. This information is requested in order to help us comply with equal opportunity and affirmative action planning as required by the United States Department of Labor.

Name _____

Country of Birth _____

Country of Citizenship _____

Country or State of Legal Residence _____

County _____

Ethnic Identity:

1a. Please check one:

Elect not to self-identify.

Hispanic or Latino, defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Not Hispanic or Latino. (Please answer questions 1b, 2, 3, and 4).

1b. Select from the following:

White, defined as a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American, defined as a person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander, defined as a person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian, defined as a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand, and Vietnam.

American Indian or Alaska Native, defined as a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or more races, defined as all persons who identify with more than one of the

2. Gender Male Female

3. Are you a veteran? Yes No If yes, please indicate campaign and date of service. _____

4. Will you need an accommodation if an interview is scheduled? Yes No