



**APPLICATION FOR EMPLOYMENT**

An Equal Opportunity Employer

Submit with Resume to:  
 Peoples National Bank  
 Human Resource Department  
 P O Box 908  
 520 S 42<sup>nd</sup> Street  
 Mt. Vernon, IL 62864

PERSONAL INFORMATION	
Last Name, First Name, MI:	Telephone No.:
Street Address:	Cell Phone No.:
City, State, ZIP:	Email:
Position Applying For:	Location:

Available to work\*:      Please circle: Full Time      Part Time

If part time, when would you be available? Please circle:  
 Days: Mon Tues Wed Thurs Fri Sat  
 Hours: Morning Afternoon Evening

Are you legally eligible for employment in the US?

Yes       No

Are you over 18 Years of Age today?

Yes       No

Have you ever been convicted and/or plead guilty or no contest to a crime?

Yes       No

**If yes, give each date, place, and sentence or fine received and describe in detail the crime you were convicted of committing. Criminal convictions are not an absolute bar to employment but will only be considered in relation to specific job requirements. By law you are not required or obligated to disclose sealed or expunged records of conviction(s) or arrest.**

\_\_\_\_\_

\_\_\_\_\_

Have you been named in any administrative or legal proceeding?       Yes       No

**If yes, please give details of each instance.** \_\_\_\_\_

Do you personally know any employees of this Company?       Yes       No

**If yes, please identify employee/define relationship.** \_\_\_\_\_

Have you previously worked for Peoples National Bank?       Yes       No

**If yes, in what capacity?** \_\_\_\_\_

If now employed, why do you desire to change your position? \_\_\_\_\_

List special skills or certifications: \_\_\_\_\_

EDUCATION			
	NAME CITY & STATE	CERTIFICATION OR DEGREE	MAJOR SUBJECT
High School			
College			
Graduate School			
Other			

*\*NOTE: You are not obligated nor will PNB ask you to disclose whether you might request time off during these hours for religious practices. Applicants who require an accommodation for religious practices will not be excluded from consideration or otherwise subject to discrimination.*



### EMPLOYMENT HISTORY

Please list employment for the past 10 years starting with your present or most recent job. Please explain any gaps of employment. If necessary, use an additional blank page.

<b>Employer</b>	<b>Address</b>	<b>Phone</b>
<b>Position/Title</b>	<b>Dates employed</b> From:                      To:	<b>Supervisor</b>
<b>FT</b> <input type="checkbox"/> <b>OR</b> <b>PT</b> <input type="checkbox"/> # Hours worked per week	<b>Reason for leaving</b>	

<b>Employer</b>	<b>Address</b>	<b>Phone</b>
<b>Position/Title</b>	<b>Dates employed</b> From:                      To:	<b>Supervisor</b>
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<b>FT</b> <input type="checkbox"/> <b>OR</b> <b>PT</b> <input type="checkbox"/> # Hours worked per week	<b>Reason for leaving</b>	



All applicants who will be engaged in residential loan mortgage originations please provide your NMLS#: \_\_\_\_\_

Have you entered into a non-compete or non-solicitation agreement with a previous employer that contains restrictive provisions regarding employment?  NO  YES, please explain \_\_\_\_\_

\_\_\_\_\_

Has your employment ended involuntarily for any position listed?  NO  YES, please explain \_\_\_\_\_

\_\_\_\_\_

May we contact any listed employer?  YES  NO, please explain \_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

**Please list five personal or professional references not related to you.**

Name	Address	Phone
Position/Title	How long have you known this person	Nature of Relationship

Name	Address	Phone
Position/Title	How long have you known this person	Nature of Relationship

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Position/Title	How long have you known this person	Nature of Relationship

Name	Address	Phone
Position/Title	How long have you known this person	Nature of Relationship

Name	Address	Phone
Position/Title	How long have you known this person	Nature of Relationship



I understand that as part of the normal procedure for processing my employment application, a consumer report may be obtained from a consumer reporting agency. I also understand that I will be informed if such a report affects the hiring decision, and I have the right to make a written request to receive detailed information about the nature and scope of this investigation. I authorize the Company and its agents to verify the information on this application. I authorize all persons, schools, companies and law enforcement authorities to release information concerning my background, references, DMV and drug testing, and I hereby release them from any liability for any damage whatsoever for issuing this information.

In the event that I am hired, I understand that my employment can be terminated with or without cause, and with or without notice, at any time at the option of either the Company or myself. I understand that no employee or agent of the Company other than the President is authorized to offer me an employment relationship other than one which is terminable at will.

I certify that all of the facts contained in this application are true and complete to the best of my knowledge. I understand that omission or misrepresentation of information or facts may be grounds for rejection of this application and/or for dismissal from employment if subsequently discovered.

I authorize Peoples National Bank to investigate any of the statements contained herein and the references listed above for any information, personal or otherwise. I release all parties from all liability for any damage that may result from furnishing the same to you. I further authorize Peoples National Bank to provide information and references during and/or after any employment I may have with the Bank, one of its subsidiaries or affiliates in compliance with any state or federal law. I have the right to terminate the Bank's authorization to provide information and/or references to third parties by submitting a request in writing to the Human Resources Department.

In consideration of my employment, I agree to comply with all current and future rules, regulation, and employment policies of Peoples National Bank.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**AFFIRMATIVE ACTION VOLUNTARY INFORMATION**

We consider all applicants for positions without regard to race, color, religion, gender, national origin, age, protected veteran status, disability, sexual orientation, gender identity, or any other legally protected status. We also comply with all applicable laws governing employment practices, including affirmative action responsibilities where they apply.

In an effort to comply with requirements regarding government recordkeeping, reporting and other legal obligations which may apply, we invite you to complete this applicant data survey. Providing this information is **STRICTLY VOLUNTARY**. Failure to provide it will not subject you to any adverse personnel decision or action. Your cooperation is appreciated.

Please be advised that this survey is **NOT** a part of your official application for employment. It will not be used in any hiring decision. The data will be used and kept confidential in accordance with applicable laws and regulations.

Please Print Legibly

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Location(s): \_\_\_\_\_

**Referral Source**

- Employment Agency
- Employee Referral
- Other Source: \_\_\_\_\_
- PNB Website
- Other Website: \_\_\_\_\_
- Newspaper

**Applicant Information**

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Last First Middle Initial

Address \_\_\_\_\_  
Street City State Zip Code

Gender:  Male  Female

**Please check any of the following Equal Employment Opportunity Identification Groups:**  Two or more races

- White (not of Hispanic origin)
- Black or African American (Not of Hispanic origin)
- Hispanic or Latino
- Native American Indian/Alaskan Native\*\*
- Asian
- Native Hawaiian or Other Pacific Islander

\*\*If Native American Indian, check if any of the following are applicable:

- Formal member of a particular tribe
- Have a membership card issued by the tribe
- Have a Certificate of Degree of Indian Blood issued by the Bureau of Indian Affairs
- Are considered an American Indian in your community
- Used American Indian School or Hospital



**I am a Protected Veteran:**       Yes       No

**Definitions – Protected Veteran is one of the following:**

1.      A Disabled Veteran means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
  
2.      Armed Forces Service Medal Veteran means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed.Reg. 1209) at <http://www.opm.gov/veterans/html/vgmedal2.asp>.
  
3.      Recently Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.
  
4.      Active - Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. For those with Internet access, the information required to make this determination is available at <http://www.opm.gov/veterans/html/vgmedal2.htm>. A replica of that list is enclosed with the annual VETS-100A mailing. A copy of the list also may be obtained by sending an email to [helpdesk@vets100.com](mailto:helpdesk@vets100.com) or by calling (301) 306-6752 and requesting that a copy be mailed to you.

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
Page 1 of 2

## Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

## How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

# Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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## Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.