

EMPLOYMENT APPLICATION



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Employment Application

Thank you for applying at Marine Bank!

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 Marine Bank to provide a harassment-free and equal employment opportunity work environment for all applicants and employees. Marine Bank 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.**

Position(s) Applied For _____ Date of Application ____/____/____
Last Name _____ First _____ Middle _____ Social Security No. _____
Street Address _____ City _____ State _____ Zip Code _____
Home Phone (____) _____ Cellular Phone/Other Phone (____) _____ E-mail Address _____

Date available for work ____/____/____ What is your desired salary range? _____

Check availability: Full-Time Part-Time Temporary Seasonal Are you available: Saturdays Yes No and/or Sundays? Yes No

Driver's license number if driving may be required in position for which you are applying: _____ State _____

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? Yes No

(Applicants must be presently authorized to work in the United States on a full-time basis. Marine Bank does not sponsor individuals for the purpose of obtaining H-1 visas).

Have you ever worked under a different last name than you currently use? Yes No If yes, provide name _____

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

Have you ever applied for employment at Marine Bank? Yes No If yes, when? _____

Have you ever been employed by Marine Bank? Yes No If yes, give dates and position _____

Are you related to anyone at Marine Bank? Yes No If yes, give names _____

How were you referred to Marine Bank? _____

Have you ever been employed by another financial institution? Yes No If yes, provide name and location _____

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 diversion program. Applicants are 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, Marine Bank 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 Marine Bank will be considered a willful misstatement and will be grounds for immediate termination for the application process or of employment by Marine Bank.

An Equal Opportunity Employer

Employment History - Starting with your most recent employer, please provide the following information:

Employer _____ Phone Number (____) _____

Title or Position _____ Full-Time Part-Time Temporary

Dates of Employment: From ____/____/____ To ____/____/____ Supervisor _____

May we contact for reference? Yes No Later

Salary: Beginning _____ Ending _____ Commission/Bonus/Other Compensation _____

Street Address _____ City _____ State _____ Zip Code _____

Description of duties: _____

Reason for leaving: _____

Were you involuntarily terminated from this position? Yes No If yes, please explain _____

Employer _____ Phone Number (____) _____

Title or Position _____ Full-Time Part-Time Temporary

Dates of Employment: From ____/____/____ To ____/____/____ Supervisor _____

May we contact for reference? Yes No Later

Salary: Beginning _____ Ending _____ Commission/Bonus/Other Compensation _____

Street Address _____ City _____ State _____ Zip Code _____

Description of duties: _____

Reason for leaving: _____

Were you involuntarily terminated from this position? Yes No If yes, please explain _____

Employer _____ Phone Number (____) _____

Title or Position _____ Full-Time Part-Time Temporary

Dates of Employment: From ____/____/____ To ____/____/____ Supervisor _____

May we contact for reference? Yes No Later

Salary: Beginning _____ Ending _____ Commission/Bonus/Other Compensation _____

Street Address _____ City _____ State _____ Zip Code _____

Description of duties: _____

Reason for leaving: _____

Were you involuntarily terminated from this position? Yes No If yes, please explain _____

Educational Background

<u>Name and Location</u>	<u>Major/Minor</u>	<u>Years Completed</u>	
High School:			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> GED <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
Trade School:			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> GED <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
College:			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> GED <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____
College:			<input type="checkbox"/> Diploma <input type="checkbox"/> Degree _____ <input type="checkbox"/> GED <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____

References

List name and phone number of three business/work references that are not related to you. If not applicable, list school or personal references that are not related to you.

<u>Name</u>	<u>Affiliation with Reference</u>	<u>Phone Number</u>
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____

Applicant Statement

Please read carefully. If you have any questions regarding this statement, please discuss them with Human Resources before signing.

I certify that the information contained in this application, and accompanying resume, if any, is true and complete to the best of my knowledge and understand that falsification, misrepresentation and/or omission of information is grounds for refusal to hire, or if hired, immediate termination of employment. I authorize any of the persons or organizations referenced in this application to provide Marine Bank or its agents any and all information concerning my previous employment, education or any other information that they may have with regard to any of the subjects covered by this application and I release Marine Bank and all such parties from all liability for any damage that may result from furnishing such information to you.

I understand and agree that employment is contingent upon satisfactory results of various pre-employment checks which could include, but are not limited to, drug screening, reference, criminal background and credit checks.

I understand that Marine Bank may require me to undergo a drug test conducted by an agent selected by Marine Bank to determine the presence of both illegal and legal drugs as a condition of my employment and/or continued employment. I consent to the release of my drug test to Marine Bank. I further release Marine Bank, 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.

In the event of my employment, I agree to conform to the policies, rules, regulations and performance standards of Marine Bank. All as in effect from time to time and acknowledge that any or all of them may be changed, interpreted, withdrawn or added to by Marine Bank at any time, at Marine Bank's sole option and without prior notice to me. I understand that Marine Bank'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 that neither this employment application nor any other written or oral communication made during the hiring process or thereafter creates any guarantee or contract of continued employment. I understand that my employment will at all times be "employment-at-will" and can be terminated at any time, for any reason, with or without cause or notice, at the option of either Marine Bank or myself, if hired. I understand that no attempt to modify or alter my "employment-at-will" status shall be valid or binding.

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.

Applicant's Signature _____

Date _____

Applicant EOE Information

Marine Bank is an Equal Employment Opportunity employer. You may voluntarily help Marine Bank in its efforts to comply with the program's reporting 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. *(Please print)*

Last Name _____ First _____ Middle _____

Social Security Number: _____ Gender: Female Male

Street Address _____ City _____ State _____ Zip Code _____

Position applied for: _____ Today's Date: ____/____/____

EOE Race Code (please check):

- White, Non Hispanic – all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
- Black, Non Hispanic – all persons having origins in any of the Black racial groups of Africa
- Hispanic – all persons of Mexican, Puerto Rican, Cuban, Central/South American, or other Spanish speaking culture, regardless of race
- 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 Philippine Islands
- American Indian or 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

I have read the above statement and voluntarily provide the requested information to be used for the purpose stated.

I have read the above statement and decline the invitation to provide the requested information.

Applicant's Signature

Date