

Upper Peninsula State Bank Employment Application

Upper Peninsula State Bank is an equal opportunity employer and does not discriminate on the basis of age, sex, race, religion, color, national origin, disability, marital status, height, weight or other legally protected status. If you have a disability that impairs your ability to be considered, interviewed or tested for a position, please let us know what accommodations you may require.

Please complete the entire application and sign the Authorization and Understanding at the end of the application. In addition, please sign the Permission to Obtain Consumer Reports Form. If there is not enough space on this form to supply all the information necessary to answer a question or supply complete information, please attach additional pages.

Date _____

Name _____

Address _____ City _____ Zip _____

Telephone Number _____

Are you legally authorized to work in the United States? Yes _____ No _____

Position applied for _____

Full Time _____ Part Time _____ (If part time specify days & hours) _____

Starting salary expected _____

How were you referred to Upper Peninsula State Bank? _____

Have you ever applied here before or been employed here before? Yes _____ No _____

If yes, please
specify _____

Are any of your friends or relatives employed here? Yes _____ No _____

If yes, please
specify _____

Are you 18 years old or older? Yes _____ No _____

EDUCATION

Name & Address	Did you graduate?	Course of Study
High School _____ _____	_____	_____
College _____ _____	_____	_____
Other _____ _____	_____	_____

Are you presently attending school or do you plan on furthering your education? Yes ___ No ___

If so, please specify course and time commitment. _____

What experiences, skills or qualifications do you feel especially would qualify you for work with our organization?

Note to applicants: DO NOT answer this question unless you have been informed about the requirements of the job for which you are applying: Are you able to perform, with or without accommodation, the essential functions of the job for which you have applied?
Yes _____ No _____

Have you ever been bonded? Yes _____ No _____

If yes, on what jobs? _____

Have you ever been convicted of a crime or participated in pretrial diversion program, excluding routine traffic offenses, but including alcohol-related driving offenses? Yes _____ No _____

If yes, describe in detail: _____

Are there any felony charges pending against you currently? Yes _____ No _____

If yes, please describe: _____

Do you hold any professional licenses or certifications? Yes _____ No _____

Please list & describe: _____

Have you ever had a professional license or certification revoked or suspended? Yes ___ No ___

If so, please list & describe _____

Are you currently under investigation by any agency or department concerning any licensure or certification matter? Yes ___ No ___ If so, please describe _____

EMPLOYMENT HISTORY

Start with most recent; include your entire employment history and military service; attach additional pages, if necessary.

Company Name, Address & Phone Number	Dates of Employment ----- To - From	Position, Duties and Supervisor	Reasons for Leaving

Are you currently employed? Yes _____ No _____

May we contact your current employer? Yes _____ No _____

PERSONAL REFERENCES (Not former coworkers or relatives)

Name & Occupation

Address

Telephone Number

AUTHORIZATION AND UNDERSTANDING

I represent that the answers and information given by me in this application are true and complete. I authorize the Bank to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Bank to furnish any information relevant to my application for employment, excluding health or medical history or other illegal information, and waive any applicable notice requirement. I release all persons and organizations from any and all liability and any and all damages whatsoever for furnishing such information. I acknowledge that any false, inaccurate or misleading information may result in a refusal to hire or dismissal.

If employed, I agree to sign any requested noncompete, nondisclosure and/or nonsolicitation agreement. I further agree not to disclose the trade secrets or confidential information of third parties to the Bank at any time. I have disclosed to the Bank any similar agreements that I have signed with my present and/or past employers. I consent to all legally permissible medical examinations and drug and alcohol testing required by the Bank.

I understand and agree that employment with the Bank is at-will and that either I or the Bank can terminate my employment and compensation, for any reason, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that any pre-existing understandings which contradict an at-will status of employment are canceled. Further, I understand that only the President of the Bank has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the President.

In consideration of my employment, I agree to conform to the rules and policies of the Bank. Also, I agree not to begin any action or suit relating to employment with the Bank more than six (6) months after the date of the termination of such employment and I waive any statute of limitations to the contrary. This shortened statute of limitations shall apply to any lawsuit against the Bank, its parent company, affiliates, their officers, directors, employees and agents. If this provision is held invalid or unenforceable, I agree that such time period will be deemed increased to the minimum extent necessary to make such provision valid and enforceable.

This application for employment shall be considered active for a period of time not to exceed 90-days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I knowingly and voluntarily waive all rights to trial by jury of any all claims or disputes between me and the Bank, its parent company, affiliates, their officers, directors, employees and agents.

If any term of this document is found to be legally unenforceable as written, it can be modified to permit enforcement as far as legally possible.

My signature below indicates that I have read and understood the above paragraphs.

Date

Signature of Applicant

DISCLOSURE AND AUTHORIZATION

Disclosure: Upper Peninsula State Bank hereby discloses that it may obtain a consumer report or an investigative consumer report about you for employment purposes, including evaluating you for hire, promotion, reassignment or retention. Upper Peninsula State Bank may obtain such reports prior to hiring you and, if you are hired, during the term of your employment.

Authorization: I, _____, hereby authorize Upper Peninsula State Bank to obtain a consumer report or an investigative consumer report about me for employment purposes.

Date

Signature of Applicant