



# STURGIS BANK & TRUST COMPANY

Sturgis Bank & Trust Company is an equal opportunity employer and offers equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Position(s) applying for \_\_\_\_\_

How did you find out about this position? \_\_\_\_\_

### *Applicant Information*

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security Number \_\_\_\_-\_\_\_\_-\_\_\_\_

City/State/Zip \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Cell Phone Number (\_\_\_\_) \_\_\_\_\_

Are you a U. S. Citizen? If not, are you legally authorized to work in the U. S.? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Proof of U. S. citizenship or immigration status is required if hired.)

Are you at least 18 years old? Yes \_\_\_\_\_ No \_\_\_\_\_ If you are under the age of 18 years, can you furnish a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

### *Employment Information*

Are you seeking full time, part time, or temporary employment? \_\_\_\_\_

Are you willing to work Overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

On what date would you be available to start work? \_\_\_\_\_

Days and Hours of availability:

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
<i>From</i>							
<i>To</i>							

What salary or rate of pay do you expect to receive if employed? \_\_\_\_\_

Have you or any of your friends or relatives ever worked for Sturgis Bank & Trust Company?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, who? \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Have you ever been convicted of a felony? (A conviction does not necessarily disqualify you)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

### Education

Educational Facility and Dates Attended	Name and Location of School	Course of Study, Major and/ or Minor	Number of Years Completed	Diploma or Degree Obtained
<i>High School</i> From: _____ To: _____	Name _____ Location _____	_____ _____	_____ _____	_____ _____
<i>College/University</i> From: _____ To: _____	Name _____ Location _____	_____ _____	_____ _____	_____ _____
<i>Graduate</i> From: _____ To: _____	Name _____ Location _____	_____ _____	_____ _____	_____ _____
<i>Vocational</i> From: _____ To: _____	Name _____ Location _____	_____ _____	_____ _____	_____ _____

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

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## Work History

Please begin with most recent employer. Do not exclude any employment. Include any temporary employment, attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Sturgis Bank & Trust Company.

1. Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

2. Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

3. Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

4. Company \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_

Describe duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

Please list three persons, who are not related to you or previous supervisors, who can provide professional references.

1. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship/ Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship/ Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Relationship/ Occupation: \_\_\_\_\_ Years known: \_\_\_\_\_

***Applicant Acknowledgement and Authorization***

**PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Sturgis Bank & Trust Company that such employment with Sturgis Bank & Trust Company is at will, for no specified duration and may be terminated by either Sturgis Bank & Trust Company or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Sturgis Bank & Trust Company or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Sturgis Bank & Trust Company except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Sturgis Bank & Trust Company.

In consideration for employment with Sturgis Bank & Trust Company, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Sturgis Bank & Trust Company and/ or any of its representatives, agents, vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name and number of individual completing this form if other than applicant:

\_\_\_\_\_

**STURGIS BANK & TRUST COMPANY IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

## *Affirmative Action Form*

As an employer/Government contractor, we comply with Government regulations and affirmative action responsibilities. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment, or late advancement in employment.

This data is for periodic Government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_ Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Race/Ethnicity:

1. \_\_\_\_\_ White (Persons have origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes Irish, German, Italian, Lebanese, Near Easterner, Arab, and Polish.)
2. \_\_\_\_\_ Black or African American (Persons having origins in any of the Black racial groups of Africa. It includes African American, Afro American, Nigerian, and Haitian.)
3. \_\_\_\_\_ Hispanic or Latino (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, *regardless of race*.)
4. \_\_\_\_\_ Asian (Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. It includes Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese, Burmese, Hmong, Pakistani, Thai, and Other Asian.)
5. \_\_\_\_\_ American Indian or Alaska Native (Persons having origins in any of the original peoples of North and South American (including Central America), and who maintain tribal affiliation or community attachment. It includes principle or enrolled tribes, such as Rosebud Sioux, Chippewa, or Navajo.)
6. \_\_\_\_\_ Unspecified
7. \_\_\_\_\_ Native Hawaiian or other Pacific Islander (Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes Native Hawaiian, Guamanian, Chamorro, Samoan, Tahitian, Mariana Islander, Chuukese, or Other Pacific Islander.)
8. \_\_\_\_\_ Two or More Races

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\_\_\_\_\_ Veteran (If yes, check here  if you are a Vietnam Era Veteran (served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and were discharged with other than a dishonorable discharge))

Please identify how you learned about an employment opportunity with Sturgis Bank & Trust Company.

\_\_\_\_ Newspaper ad      \_\_\_\_ Employee Referral      \_\_\_\_ State Employment Service  
\_\_\_\_ Recruiter      \_\_\_\_ Temporary Service      \_\_\_\_ Tech School/College Placement  
\_\_\_\_ Other



# Fair Credit Reporting Act

## Disclosure Statement and Authorization

### DISCLOSURE STATEMENT

A consumer report may be obtained on you for employment purposes. It may be an “investigative consumer report” that includes information as to your character, general reputation, personal characteristics, and mode of living. For investigative consumer reports, you have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as your neighbors, friends, or associates.

### AUTHORIZATION

I voluntarily and knowingly authorize Sturgis Bank & Trust Company or its authorized agents, for employment purposes only, to obtain or prepare consumer reports or investigative consumer reports as part of the process of my applying for employment, including independent contractor assignments as applicable. I understand that if Sturgis Bank & Trust Company hires me or contracts for my services, my consent will apply, and Sturgis Bank & Trust Company or its authorized agents may prepare and obtain consumer reports or investigative consumer reports throughout my employment or contract period.

Please provide all requested information below.

_____	_____	_____	_____
First Name	Middle Name	Last Name	Suffix
_____			
Other Names Used			
_____			
Current address			_____
			Since
_____			
Previous Address			_____
			From – To
_____			
Previous Address			_____
			From – To
_____			
Social Security Number		_____	
		Date of Birth*	
_____			
Driver's License #		_____	
		State Issued	
_____			
Signature			_____
			Date

\* Date of birth is being requested for identification purposes only in obtaining accurate retrieval of records and will not be used for discriminatory purposes.

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

### A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

#### You may have additional rights under Maine's FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>