

**Return Address**

Human Resources Department  
 Community State Bank  
 817 N. Ankeny Blvd.  
 P.O. Box 127  
 Ankeny, IA 50021



community state bank

**Date of Application**

\_\_\_\_\_

**EMPLOYMENT APPLICATION**

Community State Bank is an Equal Opportunity Employer and considers all applicants for all positions on the basis of qualifications without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability, or any other status protected under Local, State, or Federal Laws.

PLEASE TYPE OR PRINT IN INK

Last Name			First Name	Middle Initial	Social Security Number (if Available)
Number and Street Address		City	State	Zip Code	
Telephone Number		Alternate Number		Email Address	

**PLEASE NOTE...**

The information you provide on this application will be used to evaluate your qualifications. Please be accurate and as specific as possible. Insufficient information may result in the elimination of your application from further consideration. A resume may be submitted in addition to, but not in lieu of, any part of this application form. A separate application is required for each position for which you wish to apply. Copies are acceptable.

Position Applying For	Wage/Salary Desired	Date Available
How were you referred?		
Hours Available	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
	<input type="checkbox"/> Evenings	<input type="checkbox"/> Sat. AM
		<input type="checkbox"/> Overtime

**Personal Information**

- Can you perform the essential functions of the position for which you are applying with, or without, reasonable accommodations? (If you have any questions about the functions of the position, please ask the interviewer before answering this question.)  YES  NO
- If required by this position, do you have a valid Iowa driver's license?  YES  NO
- Have you previously completed an Employment Application or interviewed with Community State Bank? If yes, list position(s) applied for and date(s) or interview(s) and date(s): \_\_\_\_\_  YES  NO
- Have you previously worked for Community State Bank? If yes, list job title(s) and employment date(s): \_\_\_\_\_  YES  NO
- Are you legally eligible to work in the United States? (Proof of identity and citizenship or immigration status will be required upon employment.)  YES  NO
- Have you ever been convicted of a felony? (A conviction will not necessarily result in the denial of employment; individuals recommended for employment are subject to criminal background checks.)  YES  NO

# EMPLOYMENT HISTORY

List your work experience below, starting with your most recent. Give a complete accounting of your employment history. You may include applicable military and volunteer experience. If you held more than one job with an employer, list each job separately. Attach a separate sheet if additional space is needed. If there is any additional information you would like to have considered, or if you need to account for any gaps in your employment history, please do so in a cover letter and include it with this application.

If you are currently employed, may we contact your current employer? Yes    No  
 Can we contact your previous employers, on this application, for references? Yes    No

**1**

Employer		Address		From:	
Name & Title of Supervisor			Telephone		Month   Day   Year
Your Title		Final Salary/Wage		Reason for Leaving	
					To:
Job Duties					Month   Day   Year
					Average number of hours worked per week:

**2**

Employer		Address		From:	
Name & Title of Supervisor			Telephone		Month   Day   Year
Your Title		Final Salary/Wage		Reason for Leaving	
					To:
Job Duties					Month   Day   Year
					Average number of hours worked per week:

**3**

Employer		Address		From:	
Name & Title of Supervisor			Telephone		Month   Day   Year
Your Title		Final Salary/Wage		Reason for Leaving	
					To:
Job Duties					Month   Day   Year
					Average number of hours worked per week:

**4**

Employer		Address		From:	
Name & Title of Supervisor			Telephone		Month   Day   Year
Your Title		Final Salary/Wage		Reason for Leaving	
					To:
Job Duties					Month   Day   Year
					Average number of hours worked per week:



# APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

**\* Please read carefully before signing \***

I certify that the facts set forth in the above Application for Employment are true and complete to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, or false statement made in the Application for Employment or any other additional materials submitted by me, may result in my not being considered for employment, and if not discovered until after my becoming employed, is grounds for, and may result in, my immediate termination. I understand that submission of an application does not guarantee employment.

I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at an employment decision including, but not limited to, an investigation of criminal history data. I hereby release Community State Bank, persons listed as references, former employers, and others with whom you desire to check, from all liability that might result from supplying information, making and investigation, or having an employment decision based on such information.

If employed by Community State Bank, I agree to fully adhere to the rules, regulations, policies, and procedures adopted by Community State Bank from time to time as a condition of employment. I agree that any claim or lawsuit relating to my service with Community State Bank, or any of its affiliates, must be filed not 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 limitation to the contrary.

I understand that should an offer of employment be extended by Community State Bank that employment with Community State Bank is at will, for no specified duration and may be terminated by either Community State Bank or myself at any time, with or without cause or notice. I understand that none of the documents, rules, regulations, policies, procedures, actions, or statements of Community State Bank or its representatives used during the employment process is deemed a contract of employment, real or implied and that Community State Bank retains the right to change its employment policies at any time.

I understand that this Employment Application is considered only for the position for which I am applying. If I wish to be considered for other positions, I will fill out and submit a new application.

If hired, I authorize my employer to electronically deposit my pay. I understand that this will be a condition of my employment if selected and that Community State Bank, as an employer, reserves the right to require this under Iowa Senate File 342, effective July 1, 2005.

MY SIGNATURE BELOW IS EVIDENCE THAT I HAVE READ, UNDERSTAND, AND AGREE WITH THE ABOVE STATEMENTS.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Thank you for your employment interest with Community State Bank!**



# Applicant Tracking Record

Community State Bank, N.A., is an Equal Opportunity Employer and considers all applicants for all positions on the basis of qualifications without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability, or any other status protected under Local, State, or Federal Laws.

**PLEASE NOTE:**

Community State Bank is subject to governmental record-keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites applicants to voluntarily self-identify their race, ethnicity, and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. It will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those requiring information to be summarized and reported to the federal government for civil rights enforcement. Reported data will not identify any specific individual.

**Position Applying For**

**Date**

**Referral Source**

Internet/Website  
Advertisement  
Walk – In

Friend/Relative  
Employment Agency  
Other \_\_\_\_\_

**PLEASE CHECK THOSE THAT APPLY:**

**GENDER:**            Male                                  Female

**AGE:**

Vietnam Era Veteran  
Disabled Veteran  
Disabled

**Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White ( Not Hispanic or Latino):** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American ( Not Hispanic or Latino):** A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander ( Not Hispanic or Latino):** A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian ( Not Hispanic or Latino):** 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 Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native ( Not Hispanic or Latino):** A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above races, excluding those who identify themselves as Hispanic or Latino.

## **Disclosure to Employment Applicant Regarding Procurement of a Consumer Report**

In connection with your application for employment, we may procure a consumer report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the reverse side of this document.

By your signature below, you hereby authorize us to obtain a consumer report about you in order to consider you for employment.

This report will be processed by:

ADP Screening and Selection Services  
301 Remington Street  
Fort Collins, Colorado 80524  
800/367-5933

Applicant's Name: \_\_\_\_\_  
(Please Print)

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_



Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

## 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.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

**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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit) 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.ftc.gov/credit](http://www.ftc.gov/credit).

**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.ftc.gov/credit](http://www.ftc.gov/credit).

**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. Federal enforcers are:**

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	<b>Federal Trade Commission: Consumer Response Center - FCRA</b> Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	<b>Office of the Comptroller of the Currency</b> Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	<b>Federal Reserve Board Division of Consumer &amp; Community Affairs</b> Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	<b>Office of Thrift Supervision</b> Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	<b>National Credit Union Administration</b> 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	<b>Federal Deposit Insurance Corporation</b> Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	<b>Department of Transportation</b> Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	<b>Department of Agriculture</b> Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051