



DeMotte State Bank

Employment Application

Once completed, email it to Dawn Bifoss dbifoss@netdsb.com
or drop it off at your local branch to begin our interview process.

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
Street Address						Apartment/Unit #			
City			State			ZIP			
Primary Phone			Secondary Phone						
E-mail Address			Social Security No.			Date Available			
Position Applied for						Part Time ☐ Full Time ☐			
Are you authorized to work in the U.S.?		YES ☐	NO ☐	Are there any criminal charges pending against you?			YES ☐	NO ☐	
Have you ever worked for this company?		YES ☐	NO ☐	If so, when?					
EDUCATION									
High School			Address						
		Did you graduate?	YES ☐	NO ☐	Degree				
College			Address						
From	To	Did you graduate?	YES ☐	NO ☐	Degree				
Other			Address						
From	To	Did you graduate?	YES ☐	NO ☐	Degree				
PREVIOUS EMPLOYMENT									
Company					Phone ()				
Address					Supervisor				
Job Title									
Responsibilities									
From	To	Reason for Leaving							
May we contact your previous supervisor for a reference?					YES ☐	NO ☐			
Company					Phone ()				
Address					Supervisor				
Job Title									
Responsibilities									
From	To	Reason for Leaving							
May we contact your previous supervisor for a reference?					YES ☐	NO ☐			

PREVIOUS EMPLOYMENT, CONT			
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES ☐	NO ☐
Company		Phone ()	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES ☐	NO ☐
REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
Full Name		Relationship	
Company		Phone ()	
Address			
<p>THE EMPLOYER DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.</p> <p>I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.</p> <p>I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.</p>			
DISCLAIMER AND SIGNATURE			
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>			
Signature		Date	

Authorization to Obtain Consumer Report Information
From an outside Source

By signing this document, I hereby authorize DeMotte State Bank to obtain information regarding my criminal history, creditworthiness, standing, or capacity character, general reputation, personal characteristics, or mode of living from any outside source that regularly provides such information. I understand that information from such a report may be used by DeMotte State Bank in making its decision regarding my employment.

(Signed)

(Date)

Voluntary Disability Self-Identification

DeMotte State Bank is requesting this information to comply with applicable state laws, regulations, contractual requirements, or other reporting obligations. Providing this information is voluntary. Your decision whether to respond will not be used in any employment decision and will not result in any adverse treatment. Any information you provide will be maintained as confidential medical information, stored separately from personnel records, and accessible only to authorized individuals with a business need to know. When disclosed or reported as required, information will be presented in a manner that does not identify specific individuals.

Please indicate your response below:

- ☐ Yes, I identify as a person with a disability.
- ☐ No, I do not identify as a person with a disability.
- ☐ I prefer not to answer.

Reasonable Accommodation Notice: Employees who need a reasonable accommodation may contact Human Resources to begin the accommodation process. Completing this form is not required to request an accommodation.

Invitation to Self-Identify

Name: _____

Position: _____

Date: _____

DeMotte State Bank is a Federal contractor and an **Equal Opportunity Employer**. DSB is subject to Executive Order 11246, which requires government contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment. In addition, we are subject to Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment protected veterans. In order to comply with these laws, DSB invites applicants to voluntarily self-identify their gender, race/ethnicity and protected veteran status. DSB does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, protected veteran status, non-disqualifying physical or mental disability, national origin, genetic information, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Submission of this information is **voluntary** and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Check one of the following:

- _____ Male
- _____ Female
- _____ I choose not to self-identify

Check one of the following race/ethnic groups defined on the following page:

- _____ Hispanic or Latino
- _____ White (Not Hispanic or Latino)
- _____ Black or African American (Not Hispanic or Latino)
- _____ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- _____ Asian (Not Hispanic or Latino)
- _____ American Indian or Alaska Native (Not Hispanic or Latino)
- _____ Two or More Races (Not Hispanic or Latino)
- _____ I choose not to self-identify

Check one of the following:

- _____ I identify as one or more of the classifications of protected veterans as defined on the following page
- _____ I am not a protected veteran.
- _____ I choose not to self-identify

Personal and Confidential

This page contains sensitive information, store in secure "Affirmative Action Forms" files, separately from personnel records.

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.

Ethnicity and Race Definitions

- **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)** – A person who identifies with more than one of the above five races.

Protected Veteran Definitions

- **Disabled Veteran** - one of the following:
 - 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**
 - a person who was discharged or released from active duty because of a service-connected disability.
- **Recently Separated Veteran** - 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.
- **Active Duty Wartime or Campaign Badge Veteran** - 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 under the laws administered by the Department of Defense.
- **Armed forces service medal veteran** - 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.