



105 E Water Street – PO Box 128
 Pinckneyville, IL 62274-0128
 618-357-5373

APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT

Murphy-Wall State Bank and Trust Company takes affirmative action to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, age, marital status, military status, certain unfavorable discharges from military service, citizenship, ancestry, national origin, physical or mental handicap or disability, genetic information, or any other characteristic protected by law. The policy applies to hiring, placement, upgrading, transfer, demotion, recruiting, advertising solicitation for employment, treatment during employment, rate of pay, or other forms of compensation and layoff or termination.

No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state, or local law.

Accommodations: Consistent with the Americans with Disabilities Act, you may request accommodations needed to participate in the application process.

Application Instructions: Please print and fill out application completely – do not refer to resume. Incomplete applications may prevent you from being considered for employment. Applications will remain active for thirty (30) days.

Date of Application:	For Office Use Only:
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Personal Information

Name (Last, First, M.I.)		Willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address (include Mailing Address if different)		Home Telephone	
City, State, Zip		Work Telephone	
E-mail address	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How did you learn about us?			
<input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Employee (specify) _____			
<input type="checkbox"/> Advertisement (specify) _____ <input type="checkbox"/> Employment Agency (specify) _____			
<input type="checkbox"/> Internet Website (specify)			
Murphy-Wall State Bank and Trust Company Participates in E-Verify Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. If hired, will you be able to provide this required documentation? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Notice of Consumer Reports including Criminal Background Inquiries As part of our employment due diligence, Murphy-Wall State Bank and Trust Company may, in connection with your employment application or your actual employment, obtain a “consumer report” and/or an “investigative consumer report” about you for employment purposes. If we do, we will provide important disclosure information to you and obtain your further authorization. Pursuant to Section 19 of the Federal Deposit Insurance Act, 12 U.S.C. 1829, you may be asked to provide specific information concerning convictions of a crime. *NOTE: You are not obligated nor will Murphy-Wall State Bank and Trust Company ask you to disclose sealed or expunged records of convictions or arrests. Conviction does not necessarily disqualify an applicant from employment. The severity, pertinence, and date of the conviction will all be considered. You may be asked if you have ever had a license, registration, or certification revoked, suspended, or put on probation. You may be asked if you have ever been sanctioned by the Office of Inspector General Sanctions and if you are currently on the Office of Inspector General Sanctions list. <i>You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning us at 618-357-5373 and speaking with the HR Department. A summary of your rights under the Fair Credit Reporting Act will be provided to you if we elect to perform any investigation.</i>			



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Employment Desired and Hours Available							
Position(s) Applying For				Date Available		Salary Desired (Expectation for position that you are applying for):	
Type of work desired <i>Please rank in order of preference, or mark N/A for "not applicable"</i> :							
<input type="checkbox"/> Full-time		<input type="checkbox"/> Part-time, over 20 hrs per week		<input type="checkbox"/> Part-time, under 20 hrs per week		<input type="checkbox"/> Seasonal/Temporary (explain)	
Hours available to work: *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							
Total hours available per week		Are you able to work beyond your assigned shift or work overtime if needed? *					
		<input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you now under any non-competition obligations, or do you have any other interest, which is inconsistent or in conflict with duties that may be assigned by Murphy-Wall State Bank and Trust Company? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you ever applied with us before?			For What Position?		When?		
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Have you ever been employed with us before?			In What Position?		When?		
<input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you have any relatives that are currently working for us?			Who?		What Department?		
<input type="checkbox"/> Yes <input type="checkbox"/> No							
* NOTE: You are not obligated nor will Murphy-Wall State Bank and Trust Company ask you to disclose whether you might request time off during these hours for religious practices. Applicants who require an accommodation for religious practices will not be excluded from consideration or otherwise subject to discrimination.							

Education				
Name of School City, State	Course of Study	Years Completed	Did you graduate?	Degree Earned
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		1 2 3 4 5+	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business, Correspondence School or Other		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list special skills and/or qualifications you possess that directly relate to the position for which you are applying, such as knowledge of software, computer programs, and machinery and/or other office equipment you operate:				
Please list workshops, courses, certification, or training you have completed that directly relate to the position for which you are applying:				
Why are you interested in Murphy-Wall State Bank and Trust Company and/or this position?				



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Employment History

Instructions: List your last three previous employers below, starting with your most recent employer. Attach additional sheets if necessary. Explain any gaps in employment at the end of the page. All information MUST be completed. You may not substitute a resume for this application, although a resume may be attached for additional information.

Employer #1 --- Current or Most Recent Employer

May we contact your current employer? Yes No If no, please explain:

Employer Name		From (mo/yr)	To (mo/yr)	Employment was: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temp
Employer Address, City, State	Employer Telephone	Start Position	End Position	
Supervisor Name				Are you currently employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties performed and skills used or learned:			Reason for leaving or looking for other employment: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Employer #2

Employer Name		From (mo/yr)	To (mo/yr)	Employment was: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temp
Employer Address, City, State	Employer Telephone	Start Position	End Position	
Supervisor Name				Are you currently employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties performed and skills used or learned:			Reason for leaving or looking for other employment: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Employer #3

Employer Name		From (mo/yr)	To (mo/yr)	Employment was: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temp
Employer Address, City, State	Employer Telephone	Start Position	End Position	
Supervisor Name				Are you currently employed with this company? <input type="checkbox"/> Yes <input type="checkbox"/> No
Duties performed and skills used or learned:			Reason for leaving or looking for other employment: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary	

Gaps in Employment

Dates		Explain gaps in employment longer than 30 days	<input type="checkbox"/> Not Applicable
From	To	Reason	
From	To	Reason	
From	To	Reason	



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Other References

Instructions: List four references you have known for at least one year. Do not list persons related to you or persons already listed in the Employment Section.

	Name/Occupation	Address, City, State	Telephone	Years Acquainted	Relationship (Check all that apply)
1					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
2					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
3					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal
4					<input type="checkbox"/> Work-related <input type="checkbox"/> Personal

Application Notification and Authorization

Read the following information carefully before signing below.

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation of these facts may be grounds for rejection of this application, denial of employment or, if employed, for dismissal if subsequently discovered.

In connection with my application for employment with Murphy-Wall State Bank and Trust Company, I understand that investigations and inquiries may be made concerning my background and qualifications, including but not limited to my past employment or employment references, education, credit history, criminal convictions and history, motor vehicle reports, and other inquiries. By signing this application/statement, I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorized, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that filling out this form does not indicate there is a position open and does not obligate Murphy-Wall State Bank and Trust Company to hire me. If hired, I understand that I will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. In consideration of my employment, I agree to abide by the rules and regulations of Murphy-Wall State Bank and Trust Company.

I understand and agree that, if hired, I will abide by the employment guidelines established by Murphy-Wall State Bank and Trust Company including the guidelines on employee conduct. **As a condition of employment, if hired, I agree to strictly abide by Murphy-Wall State Bank and Trust Company’s policy on Equal Employment and Harassment in Employment.** Conduct, whether intentional or unintentional, which results in the harassment of others, regarding race, color, religion, sex, age, national origin, sexual orientation, disability or any other protected characteristic as established by federal, state, and local law is illegal and will not be tolerated. Such conduct violates Murphy-Wall State Bank and Trust Company policy and will result in disciplinary action, up to and including termination of employment.

I understand and agree that, if hired, my employment is for no definite period, and regardless of the date of payment of my wages or salary, my employment can be terminated at any time, with or without cause or notice, at the option of either Murphy-Wall State Bank and Trust Company or myself. I further understand that only Murphy-Wall State Bank and Trust Company’s President/CEO or another person specifically designated by Murphy-Wall State Bank and Trust Company’s Board of Directors has the authority to create or enter into any employment agreement on behalf of Murphy-Wall State Bank and Trust Company, and this employment agreement will not be enforceable unless it is in writing and signed by Murphy-Wall State Bank and Trust Company’s duly authorized representative and me.

Applicant Signature: _____ Date: _____

We appreciate your interest in our organization. Thank you for taking the time to complete this application



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Applicant Name:	Date:
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Internal Use Only

<i>Interviewed by:</i>	<i>Date:</i>
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<i>Offer of Conditional Employment Letter Sent:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Date:</i>
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Yes An offer of an interview or conditional employment has been made.
DISCLOSURE and AUTHORIZATION for CONSUMER REPORTS has been given and signature has been obtained.
 Yes No

<i>Aptitude Testing Completed:</i> <input type="checkbox"/> Yes, Date: <input type="checkbox"/> No	<i>Aptitude Testing Reviewed by:</i>	<i>Other:</i>
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<i>Position:</i>	<i>Criminal Background Investigation Required?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Credit Investigation Required?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<i>Review of Background Investigation Completed by:</i>	<i>Date:</i>
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<i>Hired:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>Welcome Letter/Package Sent:</i> <input type="checkbox"/> Yes, Date: <input type="checkbox"/> No	
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<i>Salary/Wage & Exemption Status:</i> <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt \$	<i>Department/Supervisor:</i>	<i>Date Reporting to Work:</i>
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<i>Approved by:</i> 1.	<i>Approved by:</i> 2.	<i>Approved by:</i> 3.
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