

Citizens Bank and Trust Co.
APPLICATION FOR EMPLOYMENT

Citizens Bank and Trust Co. IS AN EQUAL OPPORTUNITY EMPLOYER. All practices of recruiting, hiring, promotion, transfer, wage and salary administration, benefits and terminations are administered without regard to race, color, creed, sex, religion, national origin, disability, age, veteran status or any and all other unlawful bases regarding federal, state or local laws. Further, *Citizens Bank and Trust Co.* is committed to providing a work environment that prohibits, in any form, unlawful harassment. To be considered for employment, all applicants must fill out this form completely. This application will be given every consideration, but its receipt does not imply that the applicant will be employed by the company. This form becomes a part of your permanent employment record if you are hired. This application will be held on file for 30 days. After that time period, applicants are responsible for reapplying.

PERSONAL INFORMATION (Please Print)

_____	_____	_____	_____
Last Name	First Name	Middle Name	Social Security Number
_____	_____	_____	_____
Current Address - Street/P.O. Box No.	City/State	Zip Code	Area Code - Current Phone Number

List all names or aliases ever used: _____

List all addresses for the last 7 years:

_____	_____	_____
Previous Address - Street/P.O. Box No.	City/State	Zip Code
_____	_____	_____
Previous Address - Street/P.O. Box No.	City/State	Zip Code
_____	_____	_____
Previous Address - Street/P.O. Box No.	City/State	Zip Code

Attach additional pages if required

TYPE OF WORK DESIRED

Position(s) applying for _____ Salary \$ _____ Per _____

The following conditions might be required at some point in a job assignment. Do you agree to satisfy the following work schedule?

a. Shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No	d. Work schedule other than Monday to Friday? <input type="checkbox"/> Yes <input type="checkbox"/> No
b. Overtime work? <input type="checkbox"/> Yes <input type="checkbox"/> No	e. Do you agree to work the hours required for your position? <input type="checkbox"/> Yes <input type="checkbox"/> No
c. Rotation work? <input type="checkbox"/> Yes <input type="checkbox"/> No	f. Shift desired? <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night

Status of employment for which you are applying: Fulltime Part-time Per Diem (PRN)

GENERAL INFORMATION

Are you at least 18 years of age or older? Yes No

Do you have legal right to work in the United States? Yes No

Has CBT or any of its subsidiaries ever employed you? If yes, please indicate which subsidiary and dates of employment:

Do you have any relatives employed by CBT or any of its subsidiaries? Yes No If yes, please indicate which subsidiary and relative's name(s):

Are you a United States Veteran? Yes No If yes, please list date of separation: _____

To assist us in our recruitment efforts, please indicate how you were referred to Citizens Bank and Trust Co.:

<input type="checkbox"/> Walk-in	<input type="checkbox"/> Newspaper Advertisement (please specify): _____
<input type="checkbox"/> Job Fair (please specify): _____	<input type="checkbox"/> Website or Internet site (please specify): _____
<input type="checkbox"/> Employee Referral (please specify): _____	<input type="checkbox"/> Other: _____

SECURITY DATA

Have you ever had or currently have any pending charges or legal actions against you? ___ Yes ___ No

Have you ever been convicted or plead guilty, or plead no contest to any criminal offense other than a minor traffic violation? ___ Yes ___ No
(Criminal convictions are not an automatic ban from employment and will only be considered in relation to specific job requirements.)

Have you ever been convicted of a criminal offense related to banking or listed by a federal agency as debarred, excluded or otherwise ineligible for participation in federal programs? ___ Yes ___ No

If you answered "yes" to any of the above questions, please briefly describe the circumstances, the date, nature and place of the offense and disposition of the case.

EDUCATION AND TRAINING		No. of Years Completed	Graduated		Type of Degree, Diploma or Certificate and Major Course of Study	Academic Standing
Institution Name and Location			Yes	No		
High School						
College/ University						
Graduate School						
Trade School/ Other						

ACADEMIC ACHIEVEMENTS AND ACTIVITIES:

Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies; or participation in offices held in extracurricular activities you consider significant. (You may exclude all information of race, color, creed, sex, religion, national origin, disability, ag, and veteran status.)

EMPLOYMENT HISTORY

Please list your employment history for the past ten years or your last five employers. Start with your current employer. Include U.S. Military Service.

Name of Employer: _____ Area Code & Telephone No.: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Name of Supervisor: _____

Dates of Employment: From _____ To _____ Salary: Starting _____ Ending _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer? ___ Yes ___ No

Name of Employer: _____ Area Code & Telephone No.: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Name of Supervisor: _____

Dates of Employment: From _____ To _____ Salary: Starting _____ Ending _____

Duties Performed: _____

Reason for Leaving: _____

May we contact this employer? ___ Yes ___ No

EMPLOYMENT HISTORY - CONTINUED

Please list your employment history for the past ten years or your last five employers. Start with your current employer. Include U.S. Military Service.

Name of Employer: _____ Area Code & Telephone No.: _____
Address: _____ City/State: _____ Zip: _____
Job Title: _____ Name of Supervisor: _____
Dates of Employment: From _____ To _____ Salary: Starting _____ Ending _____
Duties Performed: _____
Reason for Leaving: _____
May we contact this employer? Yes No

Name of Employer: _____ Area Code & Telephone No.: _____
Address: _____ City/State: _____ Zip: _____
Job Title: _____ Name of Supervisor: _____
Dates of Employment: From _____ To _____ Salary: Starting _____ Ending _____
Duties Performed: _____
Reason for Leaving: _____
May we contact this employer? Yes No

Please explain all periods of unemployment.

LICENSED/CERTIFIED APPLICANTS ONLY

Please list any professional memberships, organizations or certifications you hold.

Please indicate any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, voluntary work experience, and any other languages spoken.

REFERENCES

List at least three references other than relatives or friends.

Name	Address & Phone No.	Occupation	Years Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

READ CAREFULLY BEFORE SIGNING THE APPLICATION FOR EMPLOYMENT:If employed by *Citizens Bank and Trust Co.* and in consideration thereof, I understand and agree to:

- I certify that the answers given by me to the foregoing questions and statements on the employment application and or during the employment interview process are true and correct without any material omissions of any kind whatsoever. I understand that any misleading or incorrect statements may render this application void and, if employed, would be cause for my termination. I further agree that *Citizens Bank and Trust Co.* shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this application.
- I authorize the companies schools, persons or entities given during the employment process or on this employment application as references or past employers or affiliations to give any information regarding my employment, character, qualifications, certifications and licenses and hereby release said companies, schools, persons or entities from all liability for any damage for issuing this information.
- I understand that I may be required to have a medical examination and/or drug and alcohol test after an offer of employment. A favorable result on the medical examination and/or drug and alcohol test shall be a condition of my employment or commencement of any employment duties.
- I understand that my employment is not for a specified or definite term and that I may resign, or I may be discharged, at any time with or without prior notice. I further understand that this policy cannot be changed or amended except by written agreement signed by me and by a corporate officer.
- My employment shall be in accordance with the terms of this application, all safety and incident reporting rules, all banking industry compliance program requirements, including adherence to the established Code of Conduct, and all other *Citizens Bank and Trust Co.* rules, regulations, policies and procedures currently or hereafter in effect.
- I certify that as a part of the application process, I have had the opportunity to review and/or discuss the requirements for the available position. I understand each requirement and certify that I am capable of meeting each and every requirement. I also understand if the position for which I am applying requires licenses and/or certifications, it is my responsibility and a requirement for continued employment to maintain valid licenses and/or certifications.

Signature of Applicant_____
Date**FOR HUMAN RESOURCES USE ONLY**

Interview Date/Time: _____ Medical Exam/Drug Test Appt Date/Time: _____

Date of Employment: _____ Job Title: _____

Department: _____ Status: _____ Shift: _____ Salary: _____

Signature of Human Resources Representative_____
Print Name_____
Date