



Thank you for applying!

To make sure your application is processed quickly, please complete all the sections. You may fax, mail or drop off your application. If you have any questions, call or visit our Human Resources Department.

Citizens Independent Bank St. Louis Park
5000 West 36th St.
St. Louis Park, MN 55416
Attn: Human Resources

Ph. 952-926-6561
Fax 952-915-8205

Thank you for your interest in working at Citizens Independent Bank. Once we have received and reviewed your application, you will be notified as to the status of the job opportunity you applied for.



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: (____) _____ Alternate Phone: (____) _____

E-mail Address: _____

Position Applied for: _____

Type of Employment Interest: Full-Time Part-Time Temporary Casual On-Call Summer Only

When can you start work? _____ How long are you available for work? _____ Salary Expected \$ _____

Indicate what days/hours you are available to work _____

Location(s) preferred: St. Louis Park Robbinsdale Hopkins Plymouth

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Citizens Independent Bank? YES NO Who referred or led you to apply? _____

Have you ever been convicted of a felony? YES NO If yes, please explain: _____

Are you presently 18 years or older? YES NO Are you currently employed? YES NO

Have you or your spouse declared bankruptcy within the past 10 years? YES NO

Education

High School: _____ Address: _____

Years Completed: 1 2 3 4 Grade or GPA _____ Did you graduate? YES NO Degree: _____

College/Technical School: _____ Address: _____

Years Completed: 1 2 3 4 Grade or GPA _____ Did you graduate? YES NO Degree: _____

Graduate/Other: _____ Address: _____

Years Completed: 1 2 3 4 Grade or GPA _____ Did you graduate? YES NO Degree: _____

Skills

Please check the areas below in which you have experience.

- 10-Key Word Processing Spreadsheet Database Management
 Email Electronic Scheduling Office Machines Typing Speed: _____ wpm

Other skills: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____ Full Time Part Time

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your current employer for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____ Full Time Part Time

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____ Full Time Part Time

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Salary: \$ _____ Full Time Part Time

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous employer for a reference? YES NO

References

Please list three professional references that are not related to you.

Full Name: _____ Years Acquainted: _____
Company and Address: _____ Phone: (____) _____

Full Name: _____ Years Acquainted: _____
Company and Address: _____ Phone: (____) _____

Full Name: _____ Years Acquainted: _____
Company and Address: _____ Phone: (____) _____

EEO Policy

Citizens Independent Bank has a policy of providing equal opportunity to all employees and applicants for employment in accordance with all applicable laws, directives and regulations of Federal, State and local governing bodies or agencies thereof. Pursuant to this policy we will:

Recruit, hire, and promote persons in all job groups without regard to race, color, national origin, religion, creed, gender, age, sexual orientation, marital status or status with regard to public assistance.

Not discriminate against any employee or applicant for employment because such person is a disabled veteran, veteran of Vietnam era, or physically or mentally handicapped in regard to any position for which that person is qualified.

Certification

I certify that the facts contained in this application (and accompanying resume, if any) are true and I authorize the companies and persons listed to provide Citizens Independent Bank, including any of its affiliated corporations or divisions (hereafter called the "Bank") any information they may have regarding me. I authorize the schools which I have attended supply transcripts of my grades to the Bank. I release the companies, schools, or persons from damages or claims for furnishing information.

Upon acceptance of a formal written offer of employment I, authorize the Bank to obtain a credit history report and background check. I understand that I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this report.

I authorize investigation of all statements contained in this application. I understand that any misrepresentation of information requested is cause for immediate dismissal. Further, I understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Bank.

I understand that filling out this application form does not indicate there is a position open and does not obligate the Bank to hire. If hired, I agree to abide by all Bank policies and procedures. The Bank retains the right to revise its policies and procedures at any time.

Signature: _____ Date: _____

Confidentiality Agreement

In consideration of my employment by Citizens Independent Bank, including any of its affiliated corporations or divisions (hereafter called the "Bank") and of the salary or wages paid for my services during such employment, I agree not to disclose to others either during or subsequent to my employment, any confidential information, knowledge, or data of the Bank I may receive during my employment unless the Bank consents in writing.

Signature: _____ Date: _____

Citizens Independent Bank is an Affirmative Action/Equal Opportunity Employer

Citizens Independent Bank

An Equal Opportunity, Affirmative Action Employer

Applicant Survey Form

Last name	First name	Middle initial(s)
Date	Position(s) for which you are applying	

Please read carefully:

As an affirmative action employer, we must monitor our equal employment opportunity and affirmative action program, and report the results to government agencies. Please help us gather this information by identifying your sex, race or ethnicity, and disability status on this form.

Providing this information is **completely voluntary**. If you choose not to provide some or all of this information, you will not be subject to any negative or adverse treatment.

The information you provide will be used **only** to monitor our compliance with equal opportunity laws and regulations and *for no other purpose*. * When we receive this form, we will immediately place it in a confidential file separate from your application. If you wish, you may mail this form to us in an envelope separate from the one that contains your application.

Race/Ethnicity – Select one or more

- American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian: 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.
- Black or African American: A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability - Are you a person with a disability?

- Yes
- No

Sex – Select one

- Female
- Male

* **This form is not used for employment decisions.** If you have a disability and need an accommodation so that you can perform the duties of the job for which you are applying, please notify us in some other manner.