



TRI-COUNTY BANK

EMPLOYMENT APPLICATION

Job Code

Date

It is the policy of Tri-County Bank to provide equal employment opportunity for all applicants and employees. Tri-County Bank makes all decisions regarding recruitment, hiring, promotion and all other terms and conditions of employment, without discrimination on the basis of race, color, sex, national origin, age, disability, marital status, Vietnam-era status or other factors which lawfully cannot be a basis for employment decisions. No question in this application is intended to secure information to be used for the purpose of discrimination.

Tri-County Bank has specific policies regarding employee and applicant honesty, performance, conduct, and attendance. Additionally, Tri-County Bank reserves the right to investigate any unethical or illegal activities including, but not limited to, misappropriation of funds, falsification of records, and the use, sale or possession of alcohol or drugs while working. Such activities could result in disciplinary actions by Tri-County Bank which could include termination and prosecution. THE EMPLOYMENT RELATIONSHIP AT Tri-County Bank IS AT WILL, AND EMPLOYMENT CAN BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT THE OPTION OF EITHER Tri-County Bank OR THE EMPLOYEE. Questions about these policies may be addressed to a Personnel representative of Tri-County Bank.

(4-08)

Please answer all questions completely and accurately. Incomplete applications may be rejected.

MI

First

Last

Name

PERSONAL INFORMATION

Form section for Personal Information containing fields for Name, Address, Age, Social Security Number, and previous employment history.

JOB REQUIREMENTS

Form section for Job Requirements containing fields for Position applied for, Salary requirements, and availability to work.

RECEIVED:

Empty box for receipt date

COPY

"An EEO/Affirmative Action Employer"



A Platte Valley Company

Please answer all questions completely and accurately. Incomplete applications may be rejected.

EDUCATION	HIGH SCHOOL	High School Name _____	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Address (street, city, state, zip code) _____	Course of Study _____
	COLLEGE	School Name _____	Name of Degree _____
		Address (street, city, state, zip code) _____	Overall GPA _____ Major GPA _____
			Date Degree obtained _____
OTHER		Name _____	Name of Degree/Certificate _____
		Address (street, city, state, zip code) _____	Overall GPA _____ Major GPA _____
			Date Degree/Certificate obtained _____
OTHER		Name _____	Name of Degree/Certificate _____
		Address (street, city, state, zip code) _____	Overall GPA _____ Major GPA _____
			Date Degree/Certificate obtained _____

Extracurricular activities (you may exclude any organization in which the name or character of the organization indicates the race, color, religion, national origin, sex, veteran status, ancestry, age, disability, marital status, or any other classification protected by federal, state or local law.)

Honors and Achievements

List any courses taken that may be applicable to the position for which you are applying (i.e., banking/business related):

Use the spaced provided to list additional interests, skills, or qualifications that you possess that you feel qualify you for the position for which you are applying:

SKILLS	WPM	Describe		Describe
	<input type="checkbox"/> Typing		<input type="checkbox"/> Microfilm/Microfiche	Speed
	<input type="checkbox"/> Personal Computers		<input type="checkbox"/> Encoder/ <input type="checkbox"/> Proof Machine	Type of Mach.
	Software Packages Wordprocessing (list):		<input type="checkbox"/> Burster <input type="checkbox"/> Decollator	Type of Mach.
	Please rate your computer skills on a scale of 1-10, 10 being highest.	(Circle) 1 2 3 4 5 6 7 8 9 10	<input type="checkbox"/> Check <input type="checkbox"/> Sorter	Type of Mach.
	<input type="checkbox"/> Teller	Cashier/ Money Handling	<input type="checkbox"/> Burster/ <input type="checkbox"/> Folder <input type="checkbox"/> Inserter Mach.	
	<input type="checkbox"/> 10-Key Adding Machine	By Touch <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Automatic Mailer	
	<input type="checkbox"/> Supervisory	# of People	<input type="checkbox"/> Other	
	<input type="checkbox"/> Foreign Language (list):		<input type="checkbox"/> Other	
		Speak	Write	<input type="checkbox"/> Other
	Fluently Not Fluently	Fluently Not Fluently		
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		

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Please answer all questions completely and accurately. Incomplete applications may be rejected.

Please list all jobs beginning with your present or most recent jobs. Include all self-employment, voluntary work, military work experience, summer and part-time jobs. ASK FOR ADDITIONAL SHEETS IF NECESSARY.

EMPLOYMENT	Most Recent or Current Employment	Employer	Type of Business	Telephone Number ()
	Address (street, city, state, zip code)			Employed from to
	Salary: beginning	ending	Title or position	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	Supervisor			
	Description of Work			
	Reason for leaving			
	If this employer were asked, is this the same reason they would give?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)			
	Were you involuntarily terminated from this position?		Do you authorized us to contact this employer at this time?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYMENT	Next Previous Employment	Employer	Type of Business	Telephone Number ()
	Address (street, city, state, zip code)			Employed from to
	Salary: beginning	ending	Title or position	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	Supervisor			
	Description of Work			
	Reason for leaving			
	If this employer were asked, is this the same reason they would give?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)			
	Were you involuntarily terminated from this position?		Do you authorized us to contact this employer at this time?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMPLOYMENT	Other Employment	Employer	Type of Business	Telephone Number ()
	Address (street, city, state, zip code)			Employed from to
	Salary: beginning	ending	Title or position	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
	Supervisor			
	Description of Work			
	Reason for leaving			
	If this employer were asked, is this the same reason they would give?			
	<input type="checkbox"/> Yes <input type="checkbox"/> No (explain)			
	Were you involuntarily terminated from this position?		Do you authorized us to contact this employer at this time?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

"An EEO/Affirmative Action Employer"



Please answer all questions completely and accurately. Incomplete applications may be rejected.

<p>Have you ever been suspended or placed on probation for attendance, tardiness, or work performance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please explain:</p> <hr/> <hr/>
<p>Do you have any part or full time jobs that you would expect to continue during your employment here?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, please explain:</p> <hr/> <hr/>
<p>FOR THOSE APPLYING FOR A POSITION INVOLVING DRIVING:</p> <p>A) Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>B) Please list any traffic offenses or citations that you have received in the last 36 months.</p>	<p>Please list:</p> <hr/> <hr/>
<p>Please disclose any other current employment, business or company in which you are involved or have an interest.</p>	<p>Please explain:</p> <hr/> <hr/>

CERTIFICATION

Please read carefully. If you have any questions regarding these statements, please discuss them with the Interviewing Officer before signing.

"I certify that the information contained in this application and accompanying resume, if any, is true and complete to the best of my knowledge, and I understand that falsification, misrepresentation, and/or omission of information is grounds for refusal to hire, or if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information that they may have, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damage that may result from furnishing such information to you. I understand that an investigative report may be made by *Tri-County Bank* or through an agency. I authorize you to request and receive such information unless otherwise indicated in the employment section of this application."

Initials: _____

"In the event of my employment, I agree to conform to the rules and regulations of *Tri-County Bank* and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by *Tri-County Bank* at any time, at *Tri-County Bank*'s sole option, and without prior notice to me. I understand that if employed by *Tri-County Bank*, I may be required to complete a statement of indebtedness. I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. I understand that this employment application and any other *Tri-County Bank* documents are not contracts for employment, and that my employment and compensation will be employment at will and can be terminated at any time, with or without cause, and with or without notice, at the option of either *Tri-County Bank* or myself. If hired, I understand that no modification or alteration of my employment at-will status shall be valid or binding, unless it is expressly set forth in a written document by the Chief Executive Officer, or other authorized officer."

Initials: _____

"I understand that *Tri-County Bank* may require me to undergo a drug test by medical staff and/or agent selected by *Tri-County Bank* as a condition of my employment and/or continued employment. I further understand that I must successfully pass the drug test to be considered for employment with *Tri-County Bank*. I understand that medical examinations which are job-related and consistent with *Tri-County Bank* business necessity may be required of me once I am employed. I further release *Tri-County Bank* including all of its officers, agents, representatives and employees from any and all claims, suits, causes of action, liability and damages associated with or arising from my submission to a drug test and/or medical examination. I also understand that *Tri-County Bank* may maintain a restricted smoking environment."

Initials: _____

Applicant's Signature _____

Date _____

INTERNAL USE ONLY!		Forwarded to: _____	Date: _____
Forwarded to: _____	Date: _____	Forwarded to: _____	Date: _____
Forwarded to: _____	Date: _____	Forwarded to: _____	Date: _____

"An EEO/Affirmative Action Employer"



A Platte Valley Company

Platte Valley Companies – “An EEO/Affirmative Action Employer”

APPLICANT DATA RECORD

Applicants and Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap/disability, or any other legally protected status.

Solely to help us comply with governmental record keeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

We comply with government regulations, including affirmative action responsibilities where they apply.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. YOUR COOPERATION IS VOLUNTARY.

PLEASE PRINT

Date _____

Position Applied For _____

Name _____ (_____) Phone _____
Last First Middle Area Code

Address _____
Number Street City State Zip Code

Referral Source:

- Advertisement
- Friend
- Relative
- Employment Agency
- Walk In
- Other _____

**CONFIDENTIAL INFORMATION
VOLUNTARY SURVEY**

Various government agencies request statistical information regarding our hiring practices. Your cooperation in completing this form is completely voluntary. Any information gathered is strictly confidential and will not subject you to coercion or intimidation relating to your status. Failure to provide this information will not adversely affect your application. Thank you for your cooperation.

Check One:

- Male
- Female

Check One:

- Hispanic or Latino
- Not Hispanic or Latino

If not Hispanic or Latino check one of the following Race/Ethnic Groups:

- White
- Black or African American
- Native American Indian/Alaskan Native
- Native Hawaiian or Other Pacific Islander
- Asian
- Two or more Races

(See definitions on page two)

Platte Valley Companies

APPLICANT DATA RECORD (page two)

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 Island.

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 Alaskan 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.



INFORMATION GUIDE

Applicant's Name _____ Date _____

Listed below are general job classifications of Tri-County Bank.

Please help us by giving some insight regarding areas where your greatest interest lies. PLEASE RETURN THIS GUIDE WITH YOUR APPLICATION. THANK YOU.

- Administrative Assistant
- Ambassador Club Assistant
- Branch Manager
- Executive Assistant
- Lead Teller
- Lender
 - Consumer
 - Commercial
 - Ag
 - Mortgage
- Loan Processor/Closer
- Management
- Mortgage Loan/Service Manager
- Personal Banker
- Personal Banker Assistant
- Receptionist
- Staff Assistant
- Teller
- Teller Float
- Other _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 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 or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 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 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 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.
- **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 1-888-5-OPTOUT (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.

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	Federal Trade Commission: Consumer Response Center - FCRA 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)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs 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)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation 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	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

FAIR CREDIT REPORT ACT DISCLOSURE

As an applicant for employment or a current employee of *Tri-County Bank*, you are a consumer with rights under the Fair Credit Reporting Act. *Tri-County Bank* may choose to obtain and use information contained in a consumer report about you, when any of the following circumstances exists, as follows: (1) when considering your application for employment; (2) when making a decision to offer you employment; (3) when deciding to continue your employment (if you are hired); or (4) when making other employment-related decisions directly affecting you.

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as *Tri-County Bank*.

A "consumer report" means: any written, oral or other communications of any information by a consumer reporting agency bearing on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment, for employment purposes.

FAIR CREDIT REPORT ACT AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize *Tri-County Bank* to obtain a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at *Tri-County Bank*. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Date _____

Signature _____



EMPLOYMENT REFERENCE CHECK

I, Release and Waiver on Applications.

I understand that *Tri-County Bank* will contact my previous employers and ask them background information about my performance. I hereby authorize *Tri-County Bank* to make all inquiries it deems necessary to make an informed decision regarding my employability. I also release all of my previous employers and *Tri-County Bank* from any liability that might attach to the release of my requested information. I completely and absolutely waive any cause of action against previous employer for releasing information to *Tri-County Bank* about my prior performance while employed by them. I also realize that *Tri-County Bank* is trying to make the best decision possible and it may base its decision to employ me in part or entirely upon the information it receives from my previous employers. Still, I do hereby release both *Tri-County Bank* and my prior employers based upon said information given or gained.

Date _____

Signature _____

Social Security # ____ - ____ - ____ Address _____



**APPLICATION REVIEW PROCESS
&
RETURN INFORMATION**

NOTE: THIS SHEET IS FOR YOUR RECORDS

Dear Applicant:

Please review the following *Tri-County Bank* application review process:

***Tri-County Bank* applications remain active for 60 days from the date of your initial application. When a position is posted, we review all active applications. If we feel you are a good candidate, you will be contacted and scheduled for an interview.**

After 60 days, you will need to reapply or come in and update your application.

TRI-COUNTY BANK

Date Applied: _____

RETURN COMPLETED APPLICATION TO:

**Sandy Massey
Human Resources Department
Platte Valley Companies
PO Box 137
Scottsbluff NE 69363-0137
Telephone: 308-633-9338
Email: smassey@pvbankne.com
Fax: 308-632-7039**

