



Instructions for Submitting Applications

Thank you for your interest in employment with Midstates Bank, and for taking the time to fill out an application. In order for us to properly process your application, you will need to follow the instructions below. Each step must be completed for your application to be considered. If you have any questions, please contact Human Resources at 712-755-7738.

- Enter the job number listed next to the position you are applying for, in the “Position(s) Applied For” field of the application. We need to know what specific position you are applying for.
- Fully complete the application by answering all questions on the application, and making sure to sign and date the last page. “See resume” will not suffice for the Employment Experience section of the application. We want to have the salary history and reasons for leaving that resumes typically do not provide.
- Applications must be turned in on or before 5:00 PM on the last day we are accepting applications for the respective position you are applying for.
- Completed applications can be returned by mail or fax to:

**Midstates Bank
Human Resources
P.O. Box 717
Harlan, IA 51537**

Fax: 712-755-7739

APPLICATION FOR EMPLOYMENT

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN DISABILITIES OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Applicants are considered for all positions, and employees are treated during employment, without regard to race, color, religion, sex, national origin, disability, or any other prohibited basis of discrimination, as provided under applicable local, state and federal law.

PLEASE PRINT

Date of Application:	Position(s) Applied For:
Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency <input type="checkbox"/> Other	

Personal Information

Full Name – Last	First	Middle	
Address – Street	City	State	Zip
Telephone		Social Security Number	

General Information

Have you ever filled out an application here before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date: _____	Have you ever been employed here before? <input type="checkbox"/> Yes <input type="checkbox"/> NO If yes, give date: _____
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you prevented from legally becoming employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to do so immediately upon being hired.</i>	
On what date would you be available to work?	Expected Salary:
Are you available to work? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer only	What days? <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S
Are you on lay-off and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, do you expect to have additional jobs elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify applicant from employment. How recent, severe, and pertinent the conviction is to the job will all be considered.) If yes, please explain: 	

EDUCATION:

Please list education or specialized experience, which relates to the position(s) for which you are applying. Exclude names or terms, which indicate, for example, race, color, religion, sex, disability or national origin.

School Name& Location:	High School:	Tech School:	College/University:
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			
Describe Course of Study			

SKILLS:

List the office machines and software you have experience operating:

EMPLOYMENT EXPERIENCE:

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate, for example, race, color, religion, sex, disability, or national origin.

Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone: ()			
Job Title:	Hourly Rate/Salary		
	Starting	Final	
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone: ()			
Job Title:	Hourly Rate/Salary		
	Starting	Final	
Supervisor:			
Reason for Leaving:			
Employer:	Dates Employed		Work Performed
Address:	From	To	
Telephone: ()			
Job Title:	Hourly Rate/Salary		
	Starting	Final	
Supervisor:			

Reason for Leaving:		
Employer:	Dates Employed	
Address:	From	To
Telephone: ()		
Job Title:	Hourly Rate/Salary	
	Starting	Final
Supervisor:		
Reason for Leaving:		
Employer:	Dates Employed	
Address:	From	To
Telephone: ()		
Job Title:	Hourly Rate/Salary	
	Starting	Final
Supervisor:		
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. The Company may investigate all statements contained in this application, and I understand that any false or misleading information provided during the application or interview process or in post-offer questionnaires will result in my immediate discharge if I am hired, regardless of when discovered.

I UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. I ALSO UNDERSTAND THAT IF HIRED, REGARDLESS OF ANY ORAL REPRESENTATIONS TO THE CONTRARY, THE EMPLOYMENT RELATIONSHIP BETWEEN MYSELF AND THE COMPANY IS TERMINABLE-AT-WILL SO THAT BOTH THE COMPANY AND I REMAIN FREE TO CHOOSE TO END OUR WORK RELATIONSHIP AT ANY TIME FOR ANY OR NO REASON. ANY CHANGES IN THIS EMPLOYMENT RELATIONSHIP MUST BE MADE IN WRITING.

I authorize the Company to conduct a credit check with any consumer reporting agency on my credit record for employment evaluation only. I understand the Company may perform criminal background checks on all potential new hires prior to offering employment to an applicant and that if such background check reveals a criminal charge or conviction, Company may choose not to hire me. I understand the Company may make a thorough investigation of my past employment, education and job-related activities and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this Company against any liability, which might result from making such investigation.

Additionally, I authorize the Company to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party, with an interest that the Company deems appropriate.

Signature of Applicant

Date

VOLUNTARY SELF-IDENTIFICATION

Midstates Bank’s policy is to provide equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, national origin, sex, age, disability, veteran’s status or other conditions, as legally required, and to ensure equal employment opportunities for all applicants and employees.

Midstates Bank is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, Midstates Bank invites employees to voluntarily self-identify their ethnicity or race. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will 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.

Date: _____

[Position applied for – if using for applicants: _____]

Name: _____
Last First Middle

Sex:

_____ Female
_____ Male

Ethnicity:

Are you Hispanic or Latino?

_____ Yes. If yes, then stop here.
_____ No. If no, then please continue to the following question about race.

Race:

If you did not identify as Hispanic or Latino, please identify yourself in one of the following race categories.

_____ White
_____ Black or African American
_____ Asian
_____ Native Hawaiian or other Pacific Islander
_____ American Indian or Alaskan Native
_____ Two or more races