



**Park State**  
**Bank & Trust**

P.O. Box 9 • Woodland Park, CO 80866

Dear Applicant,

Thank you for your interest in employment at Park State Bank & Trust. We strive to be an excellent workplace and are pleased that you would like to join our team. By completing the attached application, you are taking the first step to be considered for current employment openings. If we do not have any immediate openings that we feel match your skills and experience, we will keep your application on file for one year, so you may be considered for future opportunities.

We are committed to hiring the very best employees to serve our valued customers. As a result, we assess applicants on several dimensions. This process includes criminal, credit, and reference checks. In addition, all candidates who are offered employment must successfully pass a drug screen within three (3) days of offer (or as soon as administratively feasible).

We again thank you for your interest in working at Park State Bank & Trust.

Sincerely,

Park State Bank & Trust Management Team



P.O. Box 9 • Woodland Park, CO 80866

## Application for Employment

Please print your answers to all questions on both pages of this application. If something does not apply, insert N/A.

### Personal Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (\_\_\_\_) \_\_\_\_\_ Other Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Are you 18 yrs of age or older?  No  Yes  
 If hired, can you furnish proof of your legal right to work in the U.S.?  No  Yes  
 Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.  No  Yes If yes, please describe: \_\_\_\_\_  
*Conviction will not necessarily disqualify you from employment*  
 Have you ever been employed at Park State Bank & Trust?  No  Yes  
 If yes, dates & position(s) held: \_\_\_\_\_  
 If no, have you made previous application to Park State Bank & Trust?  No  Yes If yes, when? \_\_\_\_\_

### Employment Interests

Position or type of work desired \_\_\_\_\_ Desired wage \$ \_\_\_\_\_/hr  
 Available for  Full-time  Part-time  Woodland Park location  Florissant location  
 Date available to start work \_\_\_\_\_ Days available for work  M  T  W  Th  F  Sa

### Education & Skills

| Name                            | City | State | Major Subject | Status  |
|---------------------------------|------|-------|---------------|---|
| High School                     |      |       |               | Did you graduate?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| College                         |      |       |               | Degree/Diploma earned   |
| Business, Trade or Other School |      |       |               | Area of Study   |
| Graduate School                 |      |       |               | Degree/Diploma earned   |

Please indicate if you have used the following business tools by placing a ✓ next to it and describe your experience.  
 Typing approx. \_\_\_\_\_ words/min.  Computer software \_\_\_\_\_  
 10 Key  Internet search tools or navigation programs \_\_\_\_\_  
 Other (please describe) \_\_\_\_\_

Please use this space to mention any relevant training, skills, or education not mentioned above:

### Employment History Please provide your employment history for the last 7 years. Attach additional sheets if required.

|                      |               |         |                 |                                    |
|----------------------|---------------|---------|-----------------|------------------------------------|
| Most Recent Employer |               | Address |                 |                                    |
| Phone                | Employed from | /       | to              | /                                  |
| Position(s) held     |               |         |                 | Salary at departure<br>\$____/hour |
| Reason for leaving   |               |         | May we contact? |                                    |
| Duties               |               |         |                 |                                    |
| Employer             |               | Address |                 |                                    |
| Phone                | Employed from | /       | to              | /                                  |
| Position(s) held     |               |         |                 | Salary at departure<br>\$____/hour |
| Reason for leaving   |               |         |                 |                                    |
| Duties               |               |         |                 |                                    |

|  |                      |                  |                                 |
|--|----------------------|------------------|---------------------------------|
| Employer   |                      | Address          |                                 |
| Phone  | Employed from / to / | Position(s) held | Salary at departure \$____/hour |
| Reason for leaving   |                      |                  |                                 |
| Duties   |                      |                  |                                 |
| Employer   |                      | Address          |                                 |
| Phone  | Employed from / to / | Position(s) held | Salary at departure \$____/hour |
| Reason for leaving   |                      |                  |                                 |
| Duties   |                      |                  |                                 |
| Do you currently participate in any activities or belong to any clubs or organizations that may have a direct bearing upon the job for which you are applying? (Please exclude labor unions and organizations that might reveal race, color, religion, national origin, sex, age, disability or other protected status.) |                      |                  |                                 |

Have you ever been fired from a job or asked to resign?  No  Yes If yes, describe:

**Military Service** Have you served in the U.S. Military?  No  Yes  
 If yes, what branch? \_\_\_\_\_ Highest Rank Held \_\_\_\_\_

**Professional References**

Please list 3 **non-relatives** whom we may contact regarding your professional skills and experience.

| Name | Title | Phone |
|------|-------|-------|
|      |       | ( )   |
|      |       | ( )   |
|      |       | ( )   |

*PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING & DATING THIS APPLICATION.*

*ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE VALID FOR CONSIDERATION.*

**Applicant Statement:** I certify that all answers or statements I have made on this application, on my resume, and/or on supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on these materials will be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment. **I authorize Park State Bank & Trust to contact any of my past employers and educational institutions to obtain information concerning my previous employment and/or education, except as indicated.**

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-employment drug screen as a condition of employment, if required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice. Finally, I understand that all bank property must be returned and any indebtedness to the company must be paid before my termination. I authorize the bank to deduct from my final paycheck(s) all monies due and owing to the bank.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Park State Bank & Trust is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person or group based upon any protected category, including race, color, creed, religion, national origin, sex, sexual orientation, age, disability, or veteran status.*



## Candidate Disclosure / Authorization Regarding Procurement of Consumer Reports

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Park State Bank & Trust (the "Company") may order a consumer report and/or investigative consumer report ("background check report") on you in connection with your application for employment, or if you are already hired, or if you already work for the Company, we may order additional background check reports on you for employment purposes without obtaining additional consent, where permissible by law. The consumer reporting agency ("Consumer Reporting Agency") that will prepare the report is Park State Bank & Trust, P.O. Box 9, Woodland Park, CO 80866, telephone 719-687-9234. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment or employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

You have the right to request, in writing, within a reasonable time, that the Company make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested, whichever is the later. To receive this information or to inspect any files concerning such a report or to determine if a report has been requested, you may contact the Company.

The Fair Credit Reporting Act and certain state laws give you specific rights in dealing with consumer reporting agencies. You will find these rights in the attached documents.

Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics, and mode of living. By your signature below, you hereby authorize us to order consumer and/or investigative consumer reports including, but not limited to, the following information: social security number validation; criminal, public, educational and, as appropriate, driving records; employment history and earnings history; military service; credit reports, licensing and certification checks, and drug testing results. The information may be obtained from private and public repositories of information, and can be disclosed to the processing agency below and its agents.

I agree that a facsimile or photocopy of this form is valid just like the original form.

These reports will be processed by:

Global Information Network  
PO Box 902  
Oakland, Florida 34760  
800-527-0265

Park State Bank & Trust  
PO Box 9  
Woodland Park, CO 80866  
719-687-9234

Applicant's Name: \_\_\_\_\_  
(Please Print)

Other Names Applicant May Have Used: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

For Identification Purposes Only: Date of Birth: \_\_\_\_\_

**For residents of, or for jobs located in, California, Minnesota, Massachusetts, New York and Oklahoma:** You may request a free copy of any background check report by checking the box below.

I request a free copy of the report.

**STATE LAW NOTICES:**

If you live in, or are seeking work for the Company in California, Maine, Massachusetts, N.Y. or Washington State, note:

**CALIFORNIA:** You may view the file that the Consumer Reporting Agency has for you, and order a copy of the file, upon submitting proper identification and paying copying costs, by going to the Consumer Reporting Agency's offices, during normal business hours and on reasonable notice, or by mail. You may also ask for a file summary by telephone. The Consumer Reporting Agency can answer questions about information in your file, including any coded information. If you go in person, another person can come with you, so long as that person can show proper identification.

**MAINE:** If you ask us, you have the right to know whether the Company ordered a background check report on you. You may request the name, address and telephone number of the nearest office for the Consumer Reporting Agency. We will send this information to you within five business days of our receipt of your request. You have the right to ask the Consumer Reporting Agency for the report.

**MASSACHUSETTS:** If you ask, you have the right to a copy of any background check report concerning you that the Company has ordered. You may contact the Consumer Reporting Agency for a copy.

**NEW YORK:** If you submit a written request, you have the right to know whether the Company ordered a background check on you from the Consumer Reporting Agency. You may inspect and order a copy of the report by contacting the Consumer Reporting Agency.

**WASHINGTON STATE:** You have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of any "investigative" consumer report we may have requested. You also have the right to request from the Consumer Reporting Agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act. If the Company obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 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](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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](http://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](http://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](http://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 1-888-567-8688.

• **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](http://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<br>Washington, DC 20580<br>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<br>Compliance Management<br>Mail Stop 6-6<br>Washington, DC 20219<br>1-800-613-6743 |
| Federal Reserve System member banks (except national banks and federal branches/agencies of                                    | <b>Federal Reserve Board<br/>Division of Consumer &amp; Community Affairs</b>   |

|   |  |
|---|--|
| foreign banks)  | Washington, DC 20551<br>202-452-3693   |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | <b>Office of Thrift Supervision</b><br>Consumer Complaints<br>Washington, DC 20552<br>800-842-6929   |
| Federal credit unions (words "Federal Credit Union" appear in institution's name)   | National Credit Union Administration<br>1775 Duke Street<br>Alexandria, VA 22314<br>703-519-4600   |
| State-chartered banks that are not members of the Federal Reserve System  | Federal Deposit Insurance Corporation<br>Consumer Response Center 2345 Grand Avenue, Suite 100<br>Kansas City, Missouri 64108-2638<br>1-877-275-3342 |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission                   | <b>Department of Transportation</b><br>Office of Financial Management<br>Washington, DC 20590<br>202-366-1306  |
| Activities subject to the Packers and Stockyards Act of 1921  | <b>Department of Agriculture</b><br>Office of Deputy Administrator - GIPSA<br>Washington, DC 20250<br>202-720-7051                                   |