



## Superior National Bank and Trust Company Employment Application

Superior National Bank and Trust Company is an equal opportunity employer that does not discriminate on the basis of race, religion, national origin, ancestry, age, color, sex, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, military or veteran status, marital status, sexual orientation, genetic information or other characteristic protected by applicable law. If you have a disability that impairs your ability to be considered, interviewed or tested for a position, please let us know what accommodations you may require.

### ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.

Please sign the following forms included in the application: (1) Authorization and Understanding and (2) Disclosure and Release Form – Regarding Consumer Credit Reports

<b>PERSONAL INFORMATION</b>		
Name (Last, First, M.I.)	Home Phone Mobile Phone	Today's Date
Current Address (Street, City, State, Zip Code)	Email address:	
Permanent Address		
Are you legally authorized to work in the United States? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(If hired, proof of employment authorization will be required)</small>		
Other names under which you have been previously employed or used in school		
Have you ever applied here or been employed here? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? <span style="margin-left: 100px;">Position(s) applied for:</span>		
Names of friends and/or relatives employed at Superior National Bank & Trust	Relationship	
If under age 18, could you provide proof of eligibility to work, if employed? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		

<b>WORK PREFERENCES</b>		
Position(s) Desired	Location(s) Preferred	Date Available to Start
Hours Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time    Hours per week		Salary Desired
Referred by:		

<b>MILITARY SERVICE RECORD AND RESERVE STATUS</b>				
Branch	Dates of Service	Highest Rank Achieved	Principal Duties	Relevant Experience
Reserve Status				

## EMPLOYMENT DATA

**Please fill out completely and do not indicate "Refer to Resume." List all current and former employment for the last ten years, beginning with the most recent. Include self-employment, time in school, and indicate periods of unemployment. List military service below. (Attach additional sheets if necessary)**

Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact your present employer before an offer is extended? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Telephone		Job Title
Address (Street, City, State, Zip Code)		Dates Employed (Mo/Yr) From _____ To _____	
Immediate Supervisor Name Title		Weekly scheduled hours	Ending Salary (Hr/Mo/Yr)
Primary Responsibilities			
Did you voluntarily terminate your employment? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently employed		Reason(s) for leaving (if applicable)	

Employer	Telephone		Job Title
Address (Street, City, State, Zip Code)		Dates Employed (Mo/Yr) From _____ To _____	
Immediate Supervisor Name Title		Weekly scheduled hours	Ending Salary (Hr/Mo/Yr)
Primary Responsibilities			
Did you voluntarily terminate your employment? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason(s) for leaving May we contact? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone		Job Title
Address (Street, City, State, Zip Code)		Dates Employed (Mo/Yr) From _____ To _____	
Immediate Supervisor Name Title		Weekly scheduled hours	Ending Salary (Hr/Mo/Yr)
Primary Responsibilities			
Did you voluntarily terminate your employment? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason(s) for leaving May we contact? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer	Telephone		Job Title
Address (Street, City, State, Zip Code)		Dates Employed (Mo/Yr) From _____ To _____	
Immediate Supervisor Name Title		Weekly scheduled hours	Ending Salary (Hr/Mo/Yr)
Primary Responsibilities			
Did you voluntarily terminate your employment? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason(s) for leaving May we contact? (Check one) <input type="checkbox"/> Yes <input type="checkbox"/> No	

## EDUCATION

School Attended	Name	Address	Course of Study	Degree/Diploma
High School/ GED				
College				
College				
Graduate School				

Licenses, Certifications, etc. (Please list and describe)

Experiences, skills and/or qualifications you feel would be useful for this position

Professional Memberships

Describe any plans you have for further study

Have you ever had a professional license or certification revoked or suspended? (Check one)  Yes  No  
If yes, please list and describe.

Are you currently under investigation by any agency or department concerning any licensure or certification matter? (Check one)  Yes  No  
If yes, please list and describe.

Have you ever been fired or asked to resign because of a policy or procedural violation? (Check one)  Yes  No  
If yes, please list and describe.

## GENERAL INFORMATION

Note: For regulatory and bonding purposes, you may be fingerprinted and a background investigation may be conducted. Section 19 of the Federal Deposit Insurance Act generally prohibits an insured depository institution from allowing an individual convicted of a criminal offense involving dishonesty or breach of trust or money laundering, or an individual who has agreed to enter into a pre-trial diversion program in connection with a prosecution for such offense, to participate in the affairs of the Bank.

Do you have any reason(s) to believe you might not be bondable (Check one)  Yes  No  
If yes, please list and explain.

Have you ever been convicted of a crime or participated in pre-trial diversion program, excluding routine traffic offenses, but including alcohol-related driving offenses? (Check one)  Yes  No  
If yes, please list and describe.

Are there any felony charges pending against you currently? (Check one)  Yes  No  
If yes, please list and describe.

(Continued on next page)

## PROFESSIONAL REFERENCES

Please list three individuals who are familiar with your work or academic background. Do not use relatives as references.

Name	Position and Employer	Location	Phone and/or Email

**NOTE TO APPLICANTS: DO NOT answer this question unless you have been informed about the requirements of the job for which you are applying:**

Are you able to perform, with or without accommodation, the essential functions of the job for which you have applied?

Yes       No

## TO BE COMPLETED BY HUMAN RESOURCES

Date Employed: _____	Department/Area: _____
Job Title: _____	Level: _____ Supervisor _____
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time _____ Hours per week	<input type="checkbox"/> Salaried <input type="checkbox"/> Salaried, Non-exempt <input type="checkbox"/> Hourly
Regular _____      Seasonal _____	Start date _____      End date _____
Starting Rate:      Annual Salary \$ _____	Hourly Rate \$ _____
Reviewed by: _____	Supervisor _____
HR Representative _____	Date _____

## AUTHORIZATION AND UNDERSTANDING

Initials \_\_\_\_\_ I certify that the information contained in this application is true and correct. I understand that incomplete, falsification or material omission of any of the information requested on this form or during my pre-employment interview will result in the rejection of this application, or if discovered after my employment, may result in my dismissal.

Initials \_\_\_\_\_ I authorize Superior National Bank and Trust Company to verify the information I have provided and to make any investigation of my background deemed necessary, both at the time of application and later during my employment, if hired. I understand that the types of investigations which the Bank may perform, including, but may not be limited to, credit history reports and criminal record reports. I understand that I may have to provide further information to assist in these investigations and that I may be fingerprinted. I understand that I have the right to request certain information about the nature and scope of the report, such as the name and address of the agency making the report. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by the Bank to furnish any information relevant to my application for employment. I further release all persons and organizations from any and all liability for any and all damages whatsoever for releasing such information. I also waive all written notice from all prior employers related to providing such information.

Initials \_\_\_\_\_ I have no objection to signing an employment agreement on confidential information. I consent to all medical examinations and drug and alcohol testing required by the Bank, both during the selection process and throughout employment, if I am hired. I understand that refusal to submit to such test(s) will be grounds for refusal to hire me or termination of my employment if already hired.

Initials \_\_\_\_\_ I understand and agree that employment with the bank is at will and that either the Bank or I can terminate my employment and compensation, with or without cause, and with or without notice, at any time. I acknowledge that no representations, either oral or written, have been made to me to the contrary and that pre-existing understandings which contradict an at-will status of employment are canceled. Further, I understand that only the President has any authority to enter into any agreement for any fixed period of time, or to make any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the President and me.

Initials \_\_\_\_\_ In consideration of my employment, I agree to conform to the rules, policies, and regulations of the Bank at present and as modified from time to time during my employment, including, without limitation, the agreement to arbitrate any disputes between me and the Bank.

Initials \_\_\_\_\_ If I am hired, I acknowledge that Superior National Bank and Trust Company reserves the right to search company-owned property, including but not limited to desks, hardware, software, and all data or information stored on computers, telephones, voicemail, mobile devices, etc., at any time, with or without notice and with or without cause.

Initials \_\_\_\_\_ I understand that any job offer is conditioned upon my proof of my legal authorization to work in the United States. I certify that I have read and understand this application, including all the sections above. I also understand that an incomplete application will not be considered.

Initials \_\_\_\_\_ I agree not to begin any action or suit relating to employment with the Bank more than six months after the date of the employment action at issue and I waive any statute of limitations to the contrary.

My signature below indicates that I have read and understood the above paragraphs.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Disclosure and Release Form**  
**Regarding Consumer Credit Reports**

In connection with my application for employment, Superior National Bank and Trust Company may obtain consumer reports concerning me for purposes of my potential employment with Superior National Bank and Trust Company. I hereby authorize Superior National Bank and Trust Company to procure consumer reports concerning me for employment purposes.

I understand that the phrase “consumer reports” in this context means:

Any written, oral or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, 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 the consumer’s eligibility for employment.

I further understand that any procurement or use of consumer reports for employment purposes is governed by the Fair Credit Reporting Act, 15 U.S.C. § 1681-1681u. In addition, I understand that the consumer reporting agency may compile and report public record information to Superior National Bank and Trust Company. I acknowledge that I have been provided with a document entitled “Summary of Your Rights Under the Fair Credit Reporting Act” prior to signing this Disclosure and Release Form.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Social Security Number (required for obtaining report)

\_\_\_\_\_  
Applicant’s signature

\_\_\_\_\_  
Date

## 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates  b. Such affiliates that are not banks, saving associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552  b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:  a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks  b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act  c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations  d. Federal Credit Unions  (Continued on next page)	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050  b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480  c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106  d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314



TYPE OF BUSINESS:	CONTACT:
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357