



PARKE BANK

A Return to Better Banking

APPLICATION FOR EMPLOYMENT

THIS APPLICATION WILL REMAIN ACTIVE FOR 60 DAYS FROM THE DATE OF APPLICATION.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age (40 and over), ancestry, gender identity, sexual orientation, marital or veteran status, familial status, genetic information, victim of domestic/sexual violence status, disability or other classification protected by applicable law. In addition, Parke Bank provides reasonable accommodations for applicants with disabilities. Please contact Human Resources if you require a reasonable accommodation to participate in the interview process.

Please read this Application carefully and print your responses in ink. You may submit a personal resume to accompany this Application, but a personal resume will not be a substitute for answering all questions in this Application. Failure to answer all questions and to sign and date this Application may result in you not being considered for employment.

We will retain your complete Application for 60 days.

Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Phone No.:(____) _____ Social Security No.: _____

Business Address: _____ Bus. Tel. No.:(____) _____

Position(s) applied for: _____

Minimum Salary Expected: _____

Would you work: Regular Full-Time _____ Temporary Full-Time _____
Regular Part-Time _____ Temporary Part-Time _____
Summer _____

Specify days and hours available: _____

Are you presently employed? _____ If so, may we contact your present employer? _____

If you are offered a job, on what date will you be available for work? _____

Are you on a lay-off and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Are you a United States citizen or otherwise authorized to work in the United States on an unrestricted basis:
_____Yes _____No

State age if under 18:_____ Are you still a student?_____

How did you hear about Parke Bank:_____

Were you previously employed by Parke Bank? _____

If yes, when?_____

Have you ever applied for a position with Parke Bank? _____

If yes, when?_____

List friends or relatives presently working for Parke Bank:

List professional, trade, business or civic organizations to which you belong:
(You may exclude groups which indicate race, color, religion, sex, national origin, age (40 and over), ancestry, gender identity, sexual orientation, marital or veteran status, familial status, genetic information, victim of domestic/sexual violence status, disability or other classification protected by applicable law):

Give name, address and phone number of three references not related to you (preferably references who are familiar with your professional capabilities):

(1)

(2)

(3)

Are you able to perform the essential functions of the job for which you are applying, with or without an accommodation?

_____Yes _____No

If an accommodation is necessary, please state the accommodation needed:

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments, including the particular branch you have served in, and volunteer activities. (You may exclude groups which indicate race, color, religion, sex, national origin, age (40 and over), ancestry, gender identity, sexual orientation, marital or veteran status, familial status, genetic information, victim of domestic/sexual violence status, disability or other classification protected by applicable law). Note: a dishonorable or general discharge from military service is not an absolute bar to employment, and other factors will affect a final hiring decision.

EMPLOYER: Address & Phone Number:
DATES OF EMPLOYMENT: (Mo/Yr to Mo/Yr)
JOB TITLE: Description of Duties:
HOURLY RATE/SALARY (Starting/Final):
SUPERVISOR'S NAME/TITLE:
REASON FOR LEAVING: May We Contact (Yes/No):

EMPLOYER: Address & Phone Number:
DATES OF EMPLOYMENT: (Mo/Yr to Mo/Yr)
JOB TITLE: Description of Duties:
HOURLY RATE/SALARY (Starting/Final):
SUPERVISOR'S NAME/TITLE:
REASON FOR LEAVING: May We Contact (Yes/No):

EMPLOYER: Address & Phone Number:
DATES OF EMPLOYMENT: (Mo/Yr to Mo/Yr)
JOB TITLE: Description of Duties:
HOURLY RATE/SALARY (Starting/Final):
SUPERVISOR'S NAME/TITLE:
REASON FOR LEAVING: May We Contact (Yes/No):

Summarize Special Skills and Qualifications acquired from Employment or Other Experience: _____

RECORD OF EDUCATION

School	Name & Address of School	Course of Study	Check Last Year Completed	List Degree
Elementary			5 6 7 8	
High			1 2 3 4	
College			1 2 3 4	
Other (Specify)			1 2 3 4	

HONORS RECEIVED: _____

Have you signed any agreement with any prior or existing employer which includes any restrictions on your ability to compete and/or contact customers, clients or employees and/or to use and/or disclose business, client or customer information? Yes No

If the answer to the preceding question is "Yes," please provide Human Resources with a copy of the agreement so that Parke Bank can consider whether and to what extent the agreement may preclude and/or restrict your employment with us, if an offer is extended to you.

AGREEMENT

If I am employed, in consideration thereof, I agree to conform to the rules and regulations of Parke Bank and I recognize, understand and agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of Parke Bank. I understand that no one other than the President of Parke Bank has the authority to enter into any agreement for employment for any specified 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 of Parke Bank.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I also agree to permit Parke Bank to conduct substance abuse tests and any other background investigative procedures it deems appropriate with respect to my application and, in the event of hire, while employed.

I unconditionally waive trial by jury in any litigation arising out of, or relating to, my employment with Parke Bank including claims of wrongful or retaliatory discipline or discharge; claims of age, sexual, sexual orientation, religious, pregnancy, disability or racial discrimination; claims under Title VII of the Civil Rights Act, Title IX, Americans with Disabilities Act, Age Discrimination in Employment Act, Employee Retirement Income Security Act, Fair Labor Standards Act, and all other applicable federal, state and local non-discrimination, employment or wage and hour statutes.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may result in discharge. I also understand and agree that employment may be subject to my taking a physical examination from the Parke Bank physician, and that in his/her opinion I must be physically and mentally able to perform the work for which I am applying or being considered, with or without reasonable accommodation.

Signature of Applicant

Date

**THIS APPLICATION WILL REMAIN ACTIVE FOR 60 DAYS
FROM THE DATE OF APPLICATION.**



REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

I: _____
 LAST NAME FIRST NAME MIDDLE NAME (please include Jr., Sr., II, III Etc.) understand that in accordance with the requirements of the Fair Credit Reporting Act, 15 U.S.C. §§ 1681 *et seq.*, Parke Bank, by this document, is disclosing to me that it may use the services of an outside agency to obtain a consumer report and/or investigative consumer report (i.e., information gathered by a consumer reporting agency such as criminal-related data, motor vehicle records, and/or general information relating to credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, work history and/or mode of living) for employment purposes as part of its employment background investigation. Parke Bank uses the consumer-reporting agency First Advantage, as an agent to perform its employment related background investigations. First Advantage is located at P.O. Box 105292 Atlanta, GA 30348 and can be contacted at 800-845-6004.

The consumer reporting agency will utilize various sources of information it deems appropriate including but not limited to: credit reporting agencies, criminal-related data, motor vehicle records, and/or general information relating to credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. I request, authorize and consent to the release and disclosure of any and all information including but not limited to the above to Parke Bank and First Advantage.

I request, authorize and consent to the procurement of an investigative consumer report and/or consumer report and understand that they may contain information about my background, mode of living, character, personal characteristics and general reputation. Further, I understand and agree that this authorization shall remain on file and shall serve as an ongoing authorization for Parke Bank to obtain additional consumer report(s) on me at any time during my employment. I understand that I am entitled to obtain information regarding the nature and scope of the background investigation requested by Parke Bank. I also acknowledge that I have received a written summary of my rights under the Fair Credit Reporting Act. According to the Fair Credit Reporting Act, I will be notified by Parke Bank if employment is denied or another adverse action is taken based on information obtained from a consumer reporting agency.

Law enforcement agencies and other entities for positive identification purposes require the following information when checking public records. I hereby release Parke Bank and its agents, and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above-mentioned information or reports. *This information will be used for employment screening purposes only and will not be taken into consideration in any employment-related decisions.

Signed _____	Today's Date _____
Printed Name _____	Position Applied For _____
_____/_____/_____ Social Security Number*	_____/_____/_____ Date of Birth*
_____ Driver's License Number	_____ State
Other names you have used or are also known as: _____	

PLEASE PROVIDE ALL RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

Mo./Yr./Mo./Yr.

Current Address: _____

Street Apt. # City State Zip Code From / To

Former Address: _____

Street Apt. # City State Zip Code From / To

Former Address: _____

Street Apt. # City State Zip Code From / To

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (“FCRA”) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (“CRA”). 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 or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.** The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn these rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

- **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 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 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.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

- **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.

- **Your consent is required for reports that are provided to employers, or that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission. Written consent generally is not required in the trucking industry. For more information, go to 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.

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 or over \$10 billion and their affiliates b. Such affiliates that are not banks, savings 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 (887) 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	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 554/10 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Attlee or Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
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, SW, 8 th 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 22109-5090
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