



# PARKE BANK

*A Return to Better Banking*

## Application for Employment

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

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Parke Bank is an equal opportunity employer. Parke Bank does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex(including harassment), sexual orientation, marital status, physical or mental disability, miliary status or unfavorable discharge from military service or any other characteristic protected by law.

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### PERSONAL INFORMATION

*Incomplete information could disqualify you from further consideration. Please complete all fields.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

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### EMPLOYMENT DESIRED

Position applied for: \_\_\_\_\_

Minimum Salary Expected: \_\_\_\_\_

You are applying for:      Regular Full-Time \_\_\_\_\_      Temporary Full-Time \_\_\_\_\_  
   Regular Part-Time \_\_\_\_\_      Temporary Part-Time \_\_\_\_\_  
   Summer \_\_\_\_\_

Specify days and hours available:

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Are you presently employed?  Yes  No

If so, may we contact your employer?  Yes  No

If you are offered a job, on what date will you be able to 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 eligible to work in the U.S?  Yes  No

Are you at least 18 years or older?  Yes  No (If no, you may be required to provide authorization to work.)

State age if under 18: \_\_\_\_\_ Are you still a student?  Yes  No

How did you hear about Parke Bank: \_\_\_\_\_

Were you previously employed by Parke Bank?  Yes  No

If yes, when: \_\_\_\_\_

Have you ever applied for a position with Parke Bank?  Yes  No

If yes, when: \_\_\_\_\_

List friends or relatives presently working for Parke Bank:

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List professional trade, business, or civic organization to which you belong:

(You may exclude groups which indicate race, color, religion, sex, national origin, age, 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):

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? \_\_\_Yes \_\_\_No

**EMPLOYMENT HISTORY** Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
May we contact them: ___Yes ___ No			
From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
May we contact them: ___Yes ___ No			
From	To	Employer	Telephone

Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
May we contact them: ___ Yes ___ No			
From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			
May we contact them: ___ Yes ___ No			

Do you have any specific skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

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Have you ever been terminated from employment or asked to resign by an employer?

\_\_\_ Yes \_\_\_ No

If **yes**, please provide company names and details \_\_\_\_\_

Have you signed any agreement with any prior or existing employer which includes any restrictions on you ability to compete and/or contact customers, clients or employees and/or 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.

### REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years. Preferably references who are familiar with your professional capabilities.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

<b>EDUCATION</b>	<b>Name and location of school</b>	<b>Degree Received</b>	<b>Subjects studied/Major</b>
High School			
College or University			
Trade, Business or Correspondence School			
Other (Specify)			



**AGREEMENT**

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

I certify that the 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 ne 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 partied 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 test and any other background investigative procedures it deems appropriate with respect to my application and , int eh even 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 statues.

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 perfume the work for which I am applying and being considered, with or without reasonable accommodations.

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

**THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE**

REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

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Last Name                      First Name                      Middle Name                      (please include Jr, Sr, II, III, etc.\_

I 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 ADDRESS FOR THE PAST 7 YEAR

Current address: \_\_\_\_\_  
Street/Apt #                      City                      State                      XZip                      From/To

Former address: \_\_\_\_\_  
Street/Apt #                      City                      State                      XZip                      From/To

Former address: \_\_\_\_\_  
Street/Apt #                      City                      State                      XZip                      From/To



*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **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 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).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>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.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>