



1030 W. Norton Avenue • Muskegon, MI 49441
 (231) 780-1800 • FAX (231) 780-1860

Application for Employment

Community Shores Bank is an equal opportunity and an affirmative action employer. It is the policy of Community Shores Bank to afford equal employment opportunity to all individuals regardless of race, color, religion, sex, national origin, age, disability, or disabled veteran status, or any other characteristic protected by State or Federal law.

PERSONAL

LAST NAME		FIRST			MIDDLE			
PRESENT ADDRESS STREET		CITY		STATE	ZIP CODE	FROM:	TO:	PHONE NO. HOME: () WORK: ()
PREVIOUS ADDRESS STREET		CITY		STATE	ZIP CODE	FROM:	TO:	ARE YOU AT LEAST 18 YRS. OLD?
HAVE YOU WORKED UNDER ANOTHER NAME: IF SO, WHAT?					HAVE YOU EVER BEEN DENIED A BOND? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, explain			
ARE YOU A U.S. CITIZEN OR ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?								<input type="checkbox"/> Yes <input type="checkbox"/> No

POSITION OBJECTIVE

POSITION APPLIED FOR	<input type="checkbox"/> Check One <input type="checkbox"/> Full Time <input type="checkbox"/> Summer Only <input type="checkbox"/> Part time	Salary Expected \$	AVAILABLE START DATE
IF YOU ARE ACQUAINTED WITH OR RELATED TO ANY COMMUNITY SHORES BANK EMPLOYEE OR DIRECTOR, PLEASE INDICATE NAME AND RELATIONSHIP. Name: _____ Relationship: _____			
CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING WITH OR WITHOUT ACCOMMODATION? <input type="checkbox"/> Yes <input type="checkbox"/> No			
(*Michigan law requires employers to make accommodations for disabled employees and applicants where the accommodation does not impose an undue hardship. Disabled applicants and employees may request an accommodation by notifying Community Shores Bank in writing of the need for accommodation within 182 days of the date that the individual knows or should know that an accommodation is needed.)			
HAVE YOU PREVIOUSLY APPLIED FOR A POSITION OR WORKED FOR COMMUNITY SHORES BANK? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date and which location			

EDUCATION

Name	Address	City	State	Major Course Or Subject	Circle Last Year completed				Graduated (Yes or No)	GPA	Degree
High School or Preparatory					1	2	3	4			
Business School/Vocational					1	2	3	4			
College					1	2	3	4			
Graduate School					1	2	3	4			

List any experience, certification, special skills, or knowledge which you feel may be relevant to the job you are seeking: _____

List any computer software/equipment and other office equipment that you can use proficiently: _____

EMPLOYMENT EXPERIENCE LIST ALL FULL AND PART TIME JOBS HELD BEGINNING WITH MOST RECENT EMPLOYMENT

EMPLOYED		FIRM'S NAME	PHONE NUMBER ()	STARTING SALARY \$	STARTING POSITION HELD
FROM	TO				
Mo./Yr.	Mo./Yr.	COMPLETE ADDRESS		ENDING SALARY	ENDING POSITION HELD

DUTIES

REASON FOR SEEKING NEW EMPLOYMENT	ARE YOU CURRENTLY EMPLOYED: <input type="checkbox"/> Yes <input type="checkbox"/> No
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SUPERVISOR OR OTHER MANAGER REFERENCE	MAY WE CONTACT THIS EMPLOYER <input type="checkbox"/> Yes <input type="checkbox"/> No
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EMPLOYED		FIRM'S NAME	PHONE NUMBER ()	STARTING SALARY \$	STARTING POSITION HELD
FROM	TO				
Mo./Yr.	Mo./Yr.	COMPLETE ADDRESS		ENDING SALARY \$	ENDING POSITION HELD

DUTIES

REASON FOR SEEKING NEW EMPLOYMENT

IMMEDIATE SUPERVISOR'S NAME	PHONE NUMBER
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EMPLOYED		FIRM'S NAME	PHONE NUMBER ()	STARTING SALARY \$	STARTING POSITION HELD
FROM	TO				
Mo./Yr.	Mo./Yr.	COMPLETE ADDRESS		ENDING SALARY \$	ENDING POSITION HELD

DUTIES

REASON FOR SEEKING NEW EMPLOYMENT

IMMEDIATE SUPERVISOR'S NAME	PHONE NUMBER
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REFERENCES

Name	Company/Address	Phone Number

Have you ever been convicted of a criminal offense (whether felony or misdemeanor)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Have you ever had an unexplained shortage of funds handled for an employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, explain _____	

Have you ever agreed to enter into a pretrial diversion or similar program with respect to a Criminal offense involving dishonesty, breach of trust or money laundering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Training/Skills

Indicate experience/training in skills or equipment listed :

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Typing _____ WPM | <input type="checkbox"/> Accounting | <input type="checkbox"/> Investments | <input type="checkbox"/> CRT |
| <input type="checkbox"/> Shorthand _____ WPM | <input type="checkbox"/> Credit/Collections | <input type="checkbox"/> Mortgage Banking | <input type="checkbox"/> Foreign Language _____ |
| <input type="checkbox"/> Data Entry _____ SPM | <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Receptionist | <input type="checkbox"/> Programming |
| <input type="checkbox"/> Calculator | <input type="checkbox"/> Data Processing | <input type="checkbox"/> Proof Machine | <input type="checkbox"/> Valid Driver's License |
| <input type="checkbox"/> Word Processor | <input type="checkbox"/> Insurance | <input type="checkbox"/> Sales | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Teller | <input type="checkbox"/> Cash Handling | <input type="checkbox"/> Customer Service | |
| <input type="checkbox"/> Telemarketing | <input type="checkbox"/> Cash Balancing | <input type="checkbox"/> Dictaphone | |
| <input type="checkbox"/> 10 Key Adding Machine | <input type="checkbox"/> Personal Computer | | |

Terms of Employment

I hereby certify that the information provided on this application is accurate and complete to the best of my knowledge. I understand that the contents of this application are subject to verification by Community Shores Bank and that any misrepresentation or omission shall be sufficient reason for refusal of employment or for termination of employment if it is offered.

I further understand that my employment is at-will, which means that either the Bank or I may terminate my employment at any time, with or without cause and with or without notice. I understand that nothing in the application is intended in any way to create a contract of employment, other than for at-will employment.

In the event of my employment, I will comply with all rules, regulations, policies, and communications directed to employees.

I agree that, except as directed otherwise in writing by Community Shores Bank, I will not disclose to anyone or use for my own purposes, any of Community Shores Bank's confidential or proprietary information, either during or after my employment. I understand and agree that customer names and information are confidential and proprietary information. I will not make written or other copies of or notes regarding these matters except as necessary to perform my job. I agree that if my employment ends, I will deliver to Community Shores Bank all material of any kind that I have relating to its business, including any such copies of notes.

In connection with my application for employment, and for its duration, I understand that investigative background inquiries are to be made on myself including consumer, educational, criminal, driving and other reports. These reports will include information as to my character, work habits, general reputation, personal characteristics and mode of living, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that Community Shores Bank may be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

All data requested in this application is subject to all applicable local, State and Federal statutes and regulations governing employment policies and procedures.

I agree to the above terms of employment if I am employed by Community Shores Bank, I understand and agree that, except as provided above, all benefits, programs, rules, schedules, and policies of Community Shores Bank are subject to exceptions or change at any time as decided by it in its sole discretion.

Signature of Applicant: _____ Date: _____

For Company Use Only

Date of Employment _____	Dept. _____	Position _____
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Position/Requisition No. _____	Status:			
	<input type="checkbox"/> Regular	<input type="checkbox"/> Part Time	<input type="checkbox"/> Summer	<input type="checkbox"/> Temporary

Cost Center _____	Supervisors Name _____	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Exempt	<input type="checkbox"/> Officer
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Offer Letter Payroll Sign-up Background Check Form I-9 Work Permit

Orientation _____ Teller Training _____

DATE

Salary: Yearly _____ Monthly _____ Semi-Monthly _____ Hourly _____ Date of Birth _____

Relocation _____

Interviewer's Signature	Date
Authorized Signature	Date

Comments:

Community Shores Bank
Affirmative Action: Voluntary Self Identification Form
 EEO Minorities/Women/Disabled/Veterans/Sexual Orientation/Gender Identity

Community Shores Bank is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as disabled, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that: (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose; (b) responses will remain confidential within the Human Resources Department; and (c) responses will be used only for the necessary information to include in our Affirmative Action Program. We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Section 1: General Applicant Information

PLEASE PRINT CLEARLY	Date ____/____/____
Printed Name:	
Signature:	
Address:	
City:	State: Zip:
Position Applied for:	

Gender (check one) _____ Male _____ Female

Section 2: Ethnicity /Race (check one – description of categories below):

- ___ Hispanic or Latino Ethnicity
- ___ White (Not Hispanic or Latino)
- ___ American Indian/ Alaskan Native (Not Hispanic or Latino)
- ___ Black or African-American (not Hispanic or Latino)
- ___ Asian (Not Hispanic or Latino)
- ___ Native Hawaiian or other Pacific Islander (not Hispanic or Latino)
- ___ Two or more races (not Hispanic or Latino)

Disability (please check one of the boxes below):

Yes I have a disability (or previously had a disability)

No, I don't have a disability

I do not wish to answer

Veteran Status:

I am a protected veteran

I am not a protected veteran

How did you hear of our open position? (please check appropriate answer)

Current Employee Newspaper Ad Recruiter

Online (what site) _____

Other – please explain _____

For Human Resources Use Only: Requisition # Job Group:

EEOC RACE/ETHNIC IDENTIFICATION CATEGORIES

Hispanic or Latino

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino)

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino)

A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino)

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino)

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino)

All persons who identify with more than one of the above five races.

Individual with Disabilities

Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Disabilities include but are not limited to:

***Blindness *Autism *Bipolar disorder *Post traumatic stress disorder (PTSD) *Diabetes**

***Deafness *Cerebral Palsy *Major Depression *Obsessive compulsive disorder *Cancer**

***Epilepsy *HIV/AIDS *Multiple Sclerosis (MS) *Schizophrenia *Muscular Dystrophy (MD)**

***Impairments requiring the use of a wheelchair *Missing Limbs or partially missing limbs**

***Intellectual disability (previously called mental retardation)**

Veteran of the Vietnam-Era

Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Special Disabled Veteran

Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

Other Protected Veteran

Includes any veteran who served on active duty in the U.S. military, ground, navel or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

Recently Separated Veteran

Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran

Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.

EEO Minorities/Women/Disabled/Veterans/Sexual Orientation/Gender Identity