

IB&T LEASING, LLC

APPLICATION FOR EMPLOYMENT



Please Read Before Completing This Application
AN EQUAL OPPORTUNITY EMPLOYER

IB&T Leasing, LLC is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of age, gender, race, religion, color, national origin, disability, marital status, height and weight or any other legally protected status.

You must complete the entire application and sign the Authorization and Understanding at the end of the application to be considered for employment, even if you have submitted a resume. If there is not enough space on this form to answer a question fully, please attach additional pages.

This application will be given careful consideration, but acceptance of a completed form does not imply or guarantee employment with IB&T Leasing, LLC;

Please Print in Ink. Answer Every Question.

NAME (First, Middle, Last) _____ Date of Application _____

CURRENT ADDRESS (Number) _____ (Street) _____ (City) _____ (State) _____ (Zip Code) _____

Telephone (Area Code & Number) _____ E-mail Address _____ County _____

List any other names under which your records may be kept: _____

Company to which you are applying:

Isabella Bank Financial Group Information Services

Location: _____

Type of position desired _____ Salary requirements _____

Full Time _____ Part Time _____ If part time, specify days and hours available _____

Date available for work _____ Are you over 18 years of age? Yes No

Have you been employed here previously? Yes No If yes, when: _____

Have you ever applied here for employment? Yes No

How were you referred to us? _____

Do you have any relatives, friends, or acquaintances presently employed by IB&T Leasing, LLC or any of the related companies listed above?

Yes No

If yes, please list name and relationship to you _____

Education

	High School	College/University	Graduate/Professional
School Name			
Years Completed: (circle)	9 10 11 12	1 2 3 4	1 2 3 4
Degree Earned			

Describe Course of Study/Degree: _____

Describe Any Specialized Training, Apprenticeship, Skills, and Extra Curricular Activities	

Honors Received: _____

Are you planning to pursue further studies? Yes No

If so, when, where, and what course? _____

Do you hold any professional licenses or certifications? _____

If so, please list and describe _____

What experiences, skills, or qualifications do you feel especially would qualify you for work with our organization? _____

Have you ever been bonded? Yes No

Have you ever been refused a bond or had a bond cancelled? Yes No

If yes, please explain: _____

Have you ever been convicted of a crime? Yes No

If yes, please explain: _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities.

May we contact your present employer?

Yes No

Present (Last Employer)	Date Employed		Work Performed
	From	To	
Address			
Phone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date Employed		Work Performed
	From	To	
Address			
Phone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date Employed		Work Performed
	From	To	
Address			
Phone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date Employed		Work Performed
	From	To	
Address			
Phone			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason for Leaving			

Professional References

Please provide at least two business references (former immediate supervisors or department heads, etc.)

Name	Title	Company Name	Company Address	Telephone Number

PLEASE READ BEFORE SIGNING. If you have any questions regarding this statement please ask them before signing.

I represent that the answers and information given by me in this application are true and complete. I authorize IB&T Leasing, LLC to verify the information I have provided and to make any investigation of my background deemed necessary. I also authorize third parties (such as former employers, law enforcement organizations, financial institutions, educational institutions) contacted by IB&T Leasing, LLC to furnish any information relevant to my application for employment, excluding health or medical history or other illegal information, and waive any applicable notice requirement. I release all persons and organizations from any and all liability and any and all damages whatsoever for furnishing such information. I acknowledge that any false, inaccurate or misleading information may result in a refusal to hire or dismissal.

If employed, I agree to sign any requested noncompete, nondisclosure and/or nonsolicitation agreement. I further agree not to disclose the trade secrets or confidential information of third parties to IB&T Leasing, LLC at any time. I have disclosed to IB&T Leasing, LLC any similar agreements that I have signed with my present and/or past employers. I consent to all legally permissible medical examinations and drug and alcohol testing required by IB&T Leasing, LLC.

I understand and agree that employment with IB&T Leasing, LLC is at-will and that either I or IB&T Leasing, LLC can terminate my employment and compensation, for any reason, 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 any pre-existing understandings which contradict an at-will status of employment are canceled. Further, I understand that only the President of IB&T Leasing, LLC has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing and that any such agreement must be in writing and signed by the President.

In consideration of my employment, I agree to conform to the rules and policies of the Bank. Also, I agree not to begin any action or suit relating to employment with IB&T Leasing, LLC more than six months after the date of the termination of such employment and I waive any statute of limitations to the contrary. This shortened statute of limitations shall apply to any lawsuit against IB&T Leasing, LLC, its parent company, affiliates, their officers, directors, employees and agents. If this provision is held invalid or unenforceable, I agree that such time period will be deemed increased to the minimum extent necessary to make such provision valid and enforceable.

This application for employment shall be considered active for a period of time not to exceed 90 days. If I wish to be considered for employment beyond this time period, I will inquire as to whether or not applications are being accepted at that time.

I knowingly and voluntarily waive all rights to trial by jury of any all claims or disputes between me and IB&T Leasing, LLC, its parent company, affiliates, their officers, directors, employees and agents.

Michigan law requires employers to make accommodations to disabled applicants and employees where accommodation does not impose undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying IB&T Leasing, LLC in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. Failure to properly notify IB&T Leasing, LLC will preclude any claim that the employer failed to accommodate the disabled individual.

If any term of this document is found to be legally unenforceable as written, it can be modified to permit enforcement as far as legally possible.

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

Signature

Dated: _____

To submit application for consideration please mail to:

Isabella Bank
Attn: Human Resource Department
PO Box 100
Mt. Pleasant, MI 48804-0100

or Email application to:
resumes@isbellabank.com

**VOLUNTARY SELF-IDENTIFICATION SURVEY
FOR AFFIRMATIVE ACTION PLANS
(Veteran / Disability Status)**

IB&T Employee Leasing, LLC is a government contractor subject to Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), which require government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities and disabled veterans, qualified special disabled veterans, veterans of the Vietnam Era, recently separated veterans, Armed Forces service medial veterans and other protected veterans. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information you provide will only be used in ways that are consistent with the above federal affirmative action laws.

Pursuant to the program, we provide equal employment opportunity to all individuals, accommodate known disabilities, and actively attempt to recruit and make all jobs accessible to individuals with disabilities, qualified disabled veterans and Vietnam Era veterans.

If you are an individual with a disability, a disabled veteran, a qualified special disabled veteran, veteran of the Vietnam Era, a recently separated veteran, an Armed Forces service medial veteran or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

1. VETERAN STATUS
(See definitions on page 2)

- A. Are you a disabled veteran? Yes No
- B. Are you a "special disabled veteran"? Yes No
- C. Are you an Armed Forces service medal veteran? Yes No
- D. Are you a "Vietnam-era veteran"? Yes No
- E. Are you a "protected veteran"? Yes No
- F. Are you a "recently separated veteran"? Yes No

2. INDIVIDUALS WITH DISABILITIES

Are you an individual with a disability which affects a major life activity (such as seeing, hearing, breathing, walking, performing manual tasks, etc.) Yes No

If you are an individual with a disability, a veteran of the Vietnam era, a special disabled veteran, a recently separated veteran, or other protected veteran, we would like to include you under our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities and special disabled veterans and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or enforcing the Americans with Disabilities Act may be informed.

If you are a disabled veteran, special disabled veteran or an individual with a disability, it would assist us if you tell us about (i) any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations. This information will assist us in placing you in an appropriate position and in making accommodations for your disability.

Definitions

“Disabled veteran” refers to a person 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 Secretary for a disability or who was discharged or released from active duty because of a service-connected disability.

“Special disabled veteran” refers to a veteran 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 rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap. The term also refers to a person who was discharged or released from active duty because of a service-connected disability.

“Armed Forces Service Medal Veteran” refers to a person who, while serving on active duty in the Armed Forces, participated in a United States Military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

“Veteran of the Vietnam Era” refers to a person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975 or between August 5, 1964, and May 7, 1975, in all other cases. The term also refers to a person who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964, and May 7, 1975, in all other cases.

“Other Protected Veteran” or **“Protected Veteran”** refers to a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense. It also includes a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

“Recently Separated Veteran” refers to any veteran during the one-year period beginning on the date of such veteran’s discharge or release from active duty.

VOLUNTARY SELF-IDENTIFICATION SURVEY

(Gender/Race/Ethnicity)

IB&T Employee Leasing, LLC is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, IB&T Employee Leasing, LLC invites applicants to voluntarily self-identify their gender, race and ethnicity. This information will not be used as a basis for employment decisions. **Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.** The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

1. What is your gender? Male Female

2. Are you Hispanic or Latino (*i.e.*, a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)?

Yes No

3. If you are not Hispanic or Latino, what is your race?

White (*i.e.*, a person having origins in any of the original peoples of Europe, the Middle East or North Africa)

Black or African American (*i.e.*, a person having origins in any of the Black racial groups of Africa.)

Asian (*i.e.*, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, including for example, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.)

Native Hawaiian or Other Pacific Islander (*i.e.*, a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)

American Indian or Alaskan Native (*i.e.*, 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 (*i.e.*, all persons who identify with more than one of the above five races.)