

## **FIRST STATE BANK APPLICATION FOR EMPLOYMENT POLICY**

First State Bank is committed to providing equal employment opportunity at every selection stage. Our recruitment and selection practices apply to all employees who are involved in the hiring process and refers to all potential job candidates.

- Employment applications are accepted through the Bank's website for posted job openings. We do not use AI technology, algorithms, automated systems or other technology-based selective procedures.

\*Applicants with a handicap that interferes with their ability to access or complete an employment application electronically should contact the HR department through (601) 735-0231 or by visiting 3<sup>rd</sup> floor of the Main Bank located at 708 Azalea Drive, Waynesboro, MS 39367.

- Unsolicited resumes and/or applications for positions not posted and below Senior Vice President will not ordinarily be considered for employment. Potential applicants who inquire when there are no openings are referred to our website, the Bank's social media, to contact HR by phone or email and/or to register with their local WIN Job Center.
- Resumes submitted for positions of Senior Vice President and above are accepted regardless of whether or not a job opportunity is posted and accepted without an employment application.
- Resumes are not a substitute for an application completed in its entirety in response to a job post. An explicit or inferred reference to a resume in place of completing job history questions is insufficient and unacceptable.
- Applications are considered as active while the posted job is open. Once closed (i.e. we've made a hiring decision or closed the job post, the application is made inactive, and the applicant is encouraged to reapply for consideration for the next posted job opening.
- The job application must be specific to the job as it is posted. Generic applications (i.e. "any" or "open" in place of the job title as posted) are generally not accepted.

Applicants are considered for their qualifications and job experiences as outlined by the job post. The reception of applications and resumes will be managed in a consistent manner without regard to gender identity, sex, sexual orientation or identity, race, color, religion, national origin, citizenship, age, marital status, genetic information, a mental or physical impairment which limits major life activities, protected veteran status, pregnancy or related medical conditions or any other characteristic protected by law. In addition, First State Bank will not discharge, discriminate or take adverse action against applicants who have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. This does not apply to employees who have access to compensation information of other employees or applicants as part of their essential job functions. Compensation includes base pay, bonuses, incentives, overtime, vacation and holiday pay, etc. The Bank is under no obligation to disclose compensation information in response to an employee or applicant's demand or request.