

HORIZON BANCORP

Equal Opportunity Employer

Please read before completing this application

- ★ The Company does not discriminate in hiring or employment on the basis of race, religion, sex, national origin, disability, age or veteran status. No question on this application is intended to secure information to be used for such discrimination.
- ★ This application will be given every consideration, but its receipt does not imply that the applicant will be employed.
- ★ The Company, at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company (not relative to race, religion, sex, national origin, disability, age, or veteran status) it will be difficult to secure this bond and the Company may be unable to offer employment.
- ★ Employment offered to qualified applicants is contingent on drug testing.

DRUG TESTING MANDATORY

I hereby acknowledge that I have read the above disclosure and understand it. A photocopy or FAX copy of this application may be deemed to be the equivalent of the original.

Applicant Signature _____
Date Signed

Social Security Number

Please answer every question. Use INK. Please PRINT.

First / Middle / Last _____
Date

Address – Number / Street _____
Telephone Number

City / State / Zip Code _____
Length of Time in Community

Type of Work Desired _____
Salary Requirements

Full Time Part Time Other: _____
Date Available

e-mail address: _____

How Were You Referred to Us? _____

Are You 18 Years of Age or Older? Yes No

Are You Legally Eligible to Work in the United States? Yes No

To your knowledge, do you have any relatives working for Horizon? Yes No



Educational Background

Name	City/State	Major	Degree	Circle Last Year Completed
High School				1 2 3 4
College				1 2 3 4
Other				1 2 3 4

List scholastic honors, offices held, and activities in high school and college:

Licensure, Registration, Certification

License, Registration, or Certification	Number	Date Received	Expiration Date	Licensing Agency

Skills and Qualifications

Summarize any training, skills, licenses, and/or certificates that may qualify you for the opportunity for which you are applying:

List additional information you would like us to consider:

Have you been employed here previously? Yes No Have you ever applied here before? Yes No

Have you ever been convicted of a felony/criminal offense? Yes (If yes, please explain) No

A positive response is not an automatic bar to employment with the company. The offense for which the person was convicted in relation to the position to which they have applied will be considered.

Employment History

This section must be completed regardless of information on resume. Starting with **present/most recent**, list all previous employers. Include self-employment, summer and part-time jobs.

1	Present or Last Employer	Complete Address	Telephone & Fax
	Date Employed	Salary	Supervisor
	From To	Starting Leaving	
	Your Duties		
	Reason for Leaving/Why do you desire a change?		
If currently employed, may we contact present employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			
2	Previous Employer	Complete Address	Telephone & Fax
	Date Employed	Salary	Supervisor
	From To	Starting Leaving	
	Your Duties		
	Reason for Leaving		
3	Previous Employer	Complete Address	Telephone & Fax
	Date Employed	Salary	Supervisor
	From To	Starting Leaving	
	Your Duties		
	Reason for Leaving		

References

List three business/professional references who are not related to you and are not previous supervisors.

1	Name	Phone ()	# Years Acquainted
	Address	City /State/Zip	
2	Name	Phone ()	# Years Acquainted
	Address	City /State/Zip	
3	Name	Phone ()	# Years Acquainted
	Address	City /State/Zip	

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of any position with Horizon. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Teller and vault teller positions and Facility and service positions require that an employee must lift and/or move up to a minimum of 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

After reviewing the above requirements, I acknowledge that I can perform the essential functions of the job as indicated below: **(please check the appropriate statement below)**.

No special accommodations are required With the following accommodations listed:

Horizon will review all requests to provide reasonable accommodations for all qualified applicants in accordance with the Americans with Disabilities Act.

Applicant Statement

If you have any questions regarding this statement, please ask Human Resources before signing.

As an applicant of Horizon Bancorp, I hereby acknowledge that no one except the CEO, Division Head, immediate supervisor, or Human Resources can make any promise whatsoever on the terms and conditions of employment, and any such promise will be in writing.

If hired, I will comply with all rules and regulations as set forth in the Company's policy manual or other communications distributed to all employees.

I understand and agree that such employment with the company is at will and may be terminated at any time with or without cause, at the option of the Company or myself.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I certify that all statements made by me on this application or made during any interview are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I hereby acknowledge that I have read the above statement and understand the same.

Applicant Signature

Date

Printed Name

Return to:



Human Resources
515 Franklin Square
Michigan City, IN 46360

Affirmative Action Program Applicant Information Form

Horizon 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 handicapped, 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.

Print Name: _____ Date of Birth: _____

Position applied for: _____ Gender: _____

Race or Ethnic Identity:

_____ **Hispanic or Latino:** (*All Races*): All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ **Hispanic or Latino:** (*White race only*): A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

_____ **Hispanic or Latino:** (*All other races*): A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin and of any race other than White.

_____ **American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America and South America (including Central America), and who maintain tribal affiliation or community attachment.

_____ **Asian:** All persons having origins in any of the original people 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.

_____ **Native Hawaiian or Pacific Islander:** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ **Black or African American:** All persons having origins in any of the Black racial groups of Africa.

_____ **White:** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Veteran Status:

_____ **Vietnam Era Veteran:** Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

_____ **Special Disabled Veteran:** Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (I) rated at 30% for more, or (II) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

_____ **Other Eligible Veteran:** Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal or an expeditionary medal has been awarded.