



# Traditional Bank

P.O. Box 326, Mt. Sterling, KY 40353

(859) 498-0414

[HR@Traditionalbank.com](mailto:HR@Traditionalbank.com)

**Thank you for your interest in pursuing a career at Traditional Bank. There are a few formalities we would like to tell you about before you proceed.**

## **EOE M/F/Disability/Vet**

**Traditional Bank is an Equal Employment Opportunity employer.** Traditional Bank does not discriminate in recruiting, hiring, compensation, promotion, or other employment terms based upon race, color, religion, gender, national origin, age, marital or protected veteran status, disability, genetic information, sexual orientation, gender identity, or any other legally protected status. As an employer with Affirmative Action Programs, we comply with government regulations, including affirmative action responsibilities, where they apply.

## **Reasonable Accommodation**

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Contact Human Resources, 859-498-0414.

## **Criminal Investigation and Fingerprinting - with the FBI in the State of Kentucky**

Traditional Bank believes that our employees, customers and shareholders benefit from a safe workplace. In support of this belief, all persons to whom a contingent offer of employment is made must successfully complete a criminal investigation and fingerprinting prior to employment. We appreciate your cooperation in this matter.

## **Skills Assessment Testing**

All Traditional Bank job functions call for skills assessment testing. We use the Hire Select/Criteria Core Testing.

## **Employment of Relatives Policy**

Traditional Bank has certain rules and restrictions governing employment of relatives. During your application process, you will be asked to provide the names of relatives who are Traditional Bank employees.

## **Status of Submitted Resumes**

Your resume will remain in our active files for one year. All Traditional Bank recruiters will have access to it, and you may be notified if an available job matches your qualifications. Information provided in your resume should not be considered confidential. Because Internet communication is not secure, persons outside of Traditional Bank could gain access to the information you submit.

Submission of a resume does not mean that you will be considered for employment. If your resume meets the requirements for an open position and is identified for consideration through our database search, you may be contacted and asked to complete an application.

## **Investigative Consumer Report**

Every offer of employment is contingent upon satisfaction of Traditional Bank standards regarding credit, court record, education, credentials, references, and driving record as needed.

## **Employer References – Personal References**

Traditional Bank will conduct reference checks as part of the applicant screening process. In this process Traditional Bank verifies each applicant's personal information and check his or her job references.

## **E-Verify**

Traditional Bank participates in E-Verify. Traditional Bank will provide the Social Security Administration and if necessary the Department of Homeland Security with information from each new employee's form I-9 to confirm work authorization.

## **Drug Screen**

Traditional Bank is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol during work hours. It is Traditional Bank's policy not to employ persons who use illegal drugs or abuse alcohol. Accordingly, Traditional Bank will require all prospective employees to submit to a drug screening test. A prospective employee who refuses to submit to drug and/or alcohol testing would not be considered for employment.

## **Pay Transparency Nondiscrimination Provision**

Traditional Bank will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees as part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer or (c) consistent with the contractor's legal duty to furnish information. If you believe that you have experienced discrimination contact OFCCP 1.800.397.6251 | TTY 1.877.889.5627.