

**FIRST STATE BANK  
APPLICATION FOR EMPLOYMENT POLICY**

It is the policy of First State Bank to accept applications for employment in the following manner

- Applications are accepted primarily electronically through the Bank's website for posted job openings. 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 encouraged to check our website often, 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.
- Applications are considered as active while the posted job is open. Once closed (i.e. we've made a hiring decision), the application is made inactive, and the applicant must reapply for the next posted job opening for consideration.
- 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 for consideration for employment.

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. Compensation includes base pay, bonuses, stock options, 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.

Applicants who have a handicap that interferes with their ability to access or complete an employment application electronically should contact Kristy Davis or Selina Trigg in Human Resources by phone at (601) 671-2064 or (601) 671-2107, by fax (601) 735-0231, by email to [kdavis@firststatebnk.com](mailto:kdavis@firststatebnk.com) or [strigg@firststatebnk.com](mailto:strigg@firststatebnk.com), by mail to P. O. Box 506, Waynesboro, MS 39367 or by visiting the HR department at 708 Azalea Drive in Waynesboro on 3<sup>rd</sup> floor of the Main Bank.

Reviewed 1/7/22