

## Thayer County Bank



### Student Internship Program Application and Agreement of Understanding

**Internship Objective:** The overall objective of the Thayer County Bank Student Internship Program is to provide the student with a comprehensive learning experience. The student will be exposed to a wide range of activities to help them better understand how each department within the organization works together to fulfill the mission of a small-town community bank. This program will provide the student an opportunity to gain hands-on experience and will support their personal and professional development.

**Student Learning Opportunities:** The student will learn about deposit and credit services, accounting and finance, banking regulations and compliance, information technology and risk management, and support and supervisory functions within the banking industry. The program will include a combination of job shadowing, online professional classes, one-on-one mentoring, and a final presentation to senior management.

**Student Confidentiality:** The student intern must adhere to and follow a policy of total confidentiality regarding bank records and accounts, bank customer financial statements, all bank committee meetings, and all private conversations. The Bank frequently deals with confidential matters and these confidences must be guarded. Breach of the confidentiality agreement will be grounds for immediate dismissal.

**Internship Selection Process:** Students will be required to complete this application and submit their signature verifying understanding of the agreement. Those who meet eligibility requirements will be invited to interview for the program. Successful candidates will be contacted by a member of our team and enrolled in the program. The student will be required to successfully complete personnel training and acknowledge understanding of our Code of Ethics before their individualized program schedule is created.

**Contingency Clause:** It is the hope of Thayer County Bank that all students will find this to be a rewarding experience. Bank mentors are committed to the success of their assigned students, but if at any point during the internship period, expectations are not being fulfilled, the internship is subject to termination.

**Personal Information**

Last Name:	First Name:	Middle:
Address:	City, State:	Zip:
Phone #:	Email Address:	SSN#:
Emergency Contact:	Relationship:	Phone #:

**Academic Information**

School:	Current Grade:
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**References**

Please provide the names of 3 people not immediately related to you that can speak to your character.

Name:	Relationship:	Phone #:
Name:	Relationship:	Phone #:
Name:	Relationship:	Phone #:

Briefly explain your reasons for applying to the TCB Banking Internship Program. Please include specific objectives, any strengths or skills you possess, and the expected benefits of the internship:

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Are you a citizen of the US? \_\_\_Yes \_\_\_No    Are you at least 16 years old? \_\_\_Yes \_\_\_No

Have you ever been convicted of a crime? \_\_\_Yes \_\_\_No    If "Yes", please provide details: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that the information submitted by me in this **Application** is true and accurate to the best of my knowledge. By signing below, I also acknowledge understanding of this **Agreement**.

Student Signature: \_\_\_\_\_                      Date: \_\_\_\_\_