

## Application for Job Shadowing

(For External Non-Employees)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

School, organization or program you represent: \_\_\_\_\_

School, organization or program contact name and phone number:

\_\_\_\_\_

Please describe shadowing opportunity you are seeking.

\_\_\_\_\_  
\_\_\_\_\_

Please describe your learning objectives and plans for applying the knowledge you obtain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the dates and times for which you are requesting to shadow.

\_\_\_\_\_  
\_\_\_\_\_

**HR Department Use:**

Job Shadowing Request: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Applicant Notified (Date): \_\_\_\_\_

Business Unit Leader Approval: \_\_\_\_\_

Staff Member(s) to be Shadowed: \_\_\_\_\_

Date of Job Shadowing: \_\_\_\_\_

## Job Shadowing Guidelines

Every individual has many different skills, interests, and talents and sometimes it can be difficult to decide which career path might suit you best. Before making a hasty decision on what career path you want to take, take a few hours to explore a career with Midland States Bank! **This opportunity is only available at our corporate office located in Effingham, IL.**

The goal of our job shadowing program is to introduce you to the world of banking and the many career paths banking possesses. If you are interested in banking as a career, we would like to give you the opportunity to job shadow at Midland States Bank. The hope is that you receive some valuable exposure and real insight into how it is “on-the-job.”

### Participant Guidelines

We are excited to provide you with this job shadowing opportunity. In order to make this the best possible experience, we expect you to adhere to the following guidelines:

- Participants must be 16 years of age or older.
- Participants must conduct themselves in a respectful manner.
- Participants must check in at the front desk and attain a guest badge.
- Participants must sign a confidentiality waiver and must agree not to discuss employee, customer, vendor, or shareholder information outside of Midland States Bank.

### Attire

First impressions are often lasting impressions. Creating a positive first impression paves the way for establishing good relationships with employees of MSB, customers, vendors and company shareholders. Good grooming, hygiene and appropriate dress reflect pride and inspire confidence. Business casual attire is appropriate and adheres to our guidelines.

### Unacceptable attire

The following are examples of attire that are **not** acceptable:

- Sweatshirts, tee shirts, shirts with printed characters/ advertisements, flannel shirts, hooded items, sheer or excessively low-cut tops, halter tops, tube tops, spaghetti strap tops, tank tops or sleeveless tops
- Utility/ cargo pants, camouflage, pants worn below the waist or hip line, stirrup pants, stretch pants, leggings, pants with leg pockets or drawstrings, sweat pants, athletic pants, overalls, shorts or skorts
- Sun dresses, high-slit skirts, or skirts greater than 3” above the knee
- Denim clothing
- Flip-flops, t-strap sandals, thong sandals, plastic or rubber shoes of any kind, casual or beach sandals, western boots, combat-style boots, hiking boots or moccasins
- Clothes that are too big or too small for the person wearing them
- Tattered or frayed clothing; clothing with holes or excessive wrinkles
- Hats or caps

**Miscellaneous Items:**

- Facial hair should be neatly trimmed
- Jewelry should be tasteful. Oversized earrings, noisy or distracting jewelry should be avoided.
- Ear piercings are not permitted for men.
- Tattoos should be appropriately covered, as much as possible\*
- Visible body piercings, e.g. eyebrow rings, nose rings, etc., are not permitted
- Colognes, perfumes and after-shave products should be used in moderation
- Extreme hair coloring, e.g. pink or purple is not permitted
- Extreme hair styles, e.g. a Mohawk, are not permitted
- Hosiery, e.g. pantyhose, socks, tights, is not required to be worn by women as long as legs and feet are well groomed. Men should wear appropriate hosiery year-round.

\*Visible tattoos will only be permitted if they do not pose a conflict with the work environment.

## Confidentiality Agreement

Midland States Bank must maintain, protect, and preserve the confidentiality of all information related to employees, customers, vendors, and its shareholders (“confidential information”). The experience you receive here is a privilege and a responsibility. As a condition of participating in our job shadowing program, you agree that you will not disclose or discuss any confidential information shared with you or observed during the job shadowing program with anyone outside Midland, except as permitted by law.

Confidential information includes practices, procedures, customer information, and financial data of Midland. If you are unsure about your obligations not to disclose information relating to your job shadowing experience, we encourage you to ask.

By signing below, you commit to comply with Midland States Bank’s confidentiality standards and understand that failure to comply with these policies may incur legal liability for you as a participant, and dismissal from the program. This confidentiality obligation continues after the end of your job shadowing experience with Midland.

## Permission to Observe and Acknowledgement

I acknowledge that Midland States Bank has granted me permission to observe certain aspects of banking at the Corporate office in Effingham, IL. I hereby acknowledge that in so observing, I am merely a bystander with no responsibilities for work duties, and that my status at the facility is that of an observer.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Your Application Now**

**After the email window opens, please save your completed application and attach it to the email before sending to Human Resources for review.**