



**WOODFOREST®**  
NATIONAL BANK

## **SUMMER INTERNSHIP PROGRAM**

### **Summer 2017**

#### **Overview**

The program is designed to identify and employ students who might be interested in exploring career opportunities with the potential of finding employment after graduation with Woodforest National Bank. Woodforest National Bank is interested in diversifying their workforce and in finding students from any discipline who show an aptitude for working with diverse groups of people. To that end, Woodforest National Bank will provide practical experience and supervision in the professional life of the banking world. The program is designed to cover students' final two years of college, including a full-time internship during the summers between their sophomore and junior years and their junior and senior years. If selected for the Program, Woodforest National Bank will offer interns a variety of experiences in the day-to-day operations of their bank. It is the hope that at the end of the internship an offer of full-time employment will be made to successful candidates. If it is mutually advantageous, Woodforest National Bank will extend an employment offer during the student's senior year.

#### **About Woodforest National Bank**

For 36 years Woodforest National Bank® has successfully stood among the strongest community banks in the nation, proudly offering unsurpassed quality customer service since 1980. Woodforest offers both consumer and business products and services.

Woodforest is privately owned and our Employee Stock Ownership Plan is the largest shareholder. In the spirit of "true ownership," Woodforest employees strive to offer quality banking service and to understand the financial needs of every customer they serve. Our employees live, work and "give back" throughout our many banking communities by supporting organizations and civic events with countless hours of volunteer time and financial support.

Today, Woodforest has more than 740 branch locations throughout Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Louisiana, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Texas, Virginia, and West Virginia.

# SUMMER INTERNSHIP PROGRAM

## || Project Objectives

The Program is designed to provide interns with work experience in the banking industry, which may lead to employment at Woodforest National Bank upon graduation. Interns will develop skills in communication (oral, written, and digital media), teamwork, and critical thinking. The program coordinators seeks honest, responsible interns who possess sound judgment and a strong work ethic. The internship will provide interns with experiences that will increase their job readiness upon graduation by providing exposure to various work environments. Feedback from mentors and supervisors will help the interns relate their coursework to their work experiences.

## || Eligibility Requirements

To be considered for the Program, the prospective intern must:

- Be sixty (60) hours or less from graduation with a degree from SHSU;
- Agree to enroll in a 3-hour internship class during both summers;
- Agree to work a full-time paid summer internship;
- Maintain full-time student status (12 or more hours) while making consistent progress toward degree completion within two years;
- Agree to abide by all conditions stated in the attached Intern Agreement;
- Agree to submit to a background check and drug test.

## || To Apply

### 1) Complete the attached forms and application

### 2) Complete the following (250-400 word) essays:

- a. Essay One: What is the biggest lesson you have learned about yourself since starting college?
- b. Essay Two: Choose **one** of the following:
  - i. Provide examples of how you have successfully worked with diverse cultures
  - ii. Provide examples of leadership roles you have served in since being in college
  - iii. If you have worked in a service industry, describe your experience

### 3) Submit the application and essays to Professor Mike Yawn in CHSS 477 by March 10, 2017.

**APPLICANT COVER PAGE  
WOODFOREST NATIONAL BANK INTERNSHIP PROGRAM**

**PERSONAL INFORMATION**

Name:

Date of birth:

Cell Phone:

Email:

Street Address:

City:

State:

ZIP Code:

**ACADEMIC INFORMATION**

Classification (as of Spring 2017):  Freshman    Sophomore    Junior    Senior    Graduate

Major:

GPA:

Minor:

Expected Graduation:

Sam ID:

**BY SIGNING BELOW, I GRANT PERMISSION TO UNIVERSITY STAFF TO CONSULT WITH MY PREVIOUS EMPLOYERS, PROFESSORS, AND OTHERS TO ASSESS MY QUALIFICATIONS AS AN INTERN CANDIDATE. MY SIGNATURE ON THIS APPLICATION ATTESTS TO THE FACT THAT ALL INFORMATION INCLUDED IS TRUE.**

**Applicant Signature:**

**Date:**

**|| For More Information:**

Contact Mike Yawn, Director of the Center for Law, Engagement, And Politics (LEAP Center)  
936-294-1456 / [mike.yawn@shsu.edu](mailto:mike.yawn@shsu.edu)  
[www.shsu.edu/centers/leap/internships.html](http://www.shsu.edu/centers/leap/internships.html)

# Woodforest National Bank

## Application for Employment

Email completed application to [employment@woodforest.com](mailto:employment@woodforest.com)

Personal Information						
Last	First	MI	SSN(optional)	Email		
Street Address	City	St	Zip	Home Phone	Mobile Phone	
Are you entitled to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		Please list any other names you have been known by:		
<p>Have you ever been convicted of any crime or pled guilty or no contest? In answering this question, include offenses for which you entered into a pre-trial diversion such as deferred adjudication, prayer for judgment or probation.</p> <p>Be advised, you are not obligated to disclose sealed or expunged records of convictions or arrest. A conviction will not automatically result in your disqualification from employment. Rather, except as otherwise required by law, the date and nature of the conviction will be reviewed, as well as the extent they relate to the specific job for which you have applied.</p> <p>However, failure to disclose a conviction and/or mischaracterization of a conviction will result in your ineligibility for employment and/or termination of employment, if already hired, even if the conviction would not have resulted in your ineligibility for employment had it been properly disclosed.</p> <p>Yes ___ No ___</p>		<p>If "Yes", explain the circumstances in full detail, including date(s), location(s), and the nature of the offense(s):</p>				
What position are you applying for?		How did you hear about this position?				
Expected Hourly Rate		Date Available				
Prior Work Experience						
	Current or Most Recent		Prior		Prior	
Employer						
Address						
Phone						
Name of Immediate Supervisor						
Position/Job Title						
Dates of Employment	From	To	From	To	From	To
Pay						
Reason for Leaving						
Education						
	Name/Location	Last Year Complete		Degree	Major or Emphasis	
High School		9	10	11	12	
College/University		1	2	3	4	
Trade School						
Other						
List any applicable special skills, training or proficiencies.						
Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired.			Signature		Date	

**Privacy Statement**

Woodforest collects your personal data for the purposes of managing the recruitment related activities as well as for organizational planning purposes. Consequently, the Bank may use your personal data in relation to the evaluation and selection of applicants including for example, setting up and conducting interviews and tests, evaluating and assessing the results and as is otherwise needed in the recruitment processes including the final selection.

Woodforest does not disclose your personal data to unauthorized third parties. The Bank will, however, from time to time also use third parties to act on their behalf. You agree to the fact that to the extent necessary, your personal data may be transferred and/or disclosed to any company within the Woodforest Financial Group of companies as well as to third parties acting on their behalf.

Finally, you acknowledge that Woodforest is under no obligation to employ you for any position you have applied for. Your possible employment with the Bank is always subject to a separate agreement between you and the Bank.

If you have any questions regarding the privacy of your data, please send an email through [employment@woodforest.com](mailto:employment@woodforest.com).

**Please read the following statement carefully and acknowledge your approval**

**WOODFOREST NATIONAL BANK REFERRED TO HEREIN AS "WOODFOREST" OR "BANK"**

**CERTIFICATION AND AUTHORIZATION TO INVESTIGATE**

The information I have provided in this application (including all attachments) is true and correct. I understand that if I have misrepresented or falsified information in this application or in any accompanying document or resume which I may submit in support of this application, or if I have omitted any material facts, I will not be considered for employment by Woodforest. If I have been hired by the Bank, and any misrepresentation, falsification, or omission is discovered after I have begun employment, I understand that my employment is subject to immediate termination.

I further authorize the investigation of all statements contained within this employment application and/or the request of a consumer report(s) that may be necessary in arriving at an employment decision.

**DRUG TESTING**

I understand that prior to hire Woodforest requires all applicants to successfully pass a drug test.

**TOBACCO**

I understand that Woodforest is a tobacco-free work environment and agree to adhere to the Woodforest Tobacco Policy.

**CONDITIONAL OFFER**

I understand that my employment is conditional upon acceptable references, background reports and drug testing.

**FAIR CREDIT REPORTING ACT NOTICE AND CONSENT**

Woodforest may request, or has decided to request, consumer reports in connection with your application for employment, current employment, or during the course of your employment (if any), with the Bank. Information contained in such reports may be taken into consideration in evaluating your suitability for employment, promotion, reassignment or retention as an employee. Such reports, if obtained, will be prepared by a consumer reporting agency and may contain information concerning your credit standing or worthiness, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested, include, but are not limited to criminal records, court records, and/or summaries of educational and employment records and histories. You also have the right to receive a document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act," published by the Federal Trade Commission.

If the Bank intends to make or makes an adverse decision with regard to your employment or application for employment based entirely or in part on the information contained in a consumer report, you will be notified as required by all applicable state and/or federal law. Your consent is required by law before the Bank may obtain a consumer report pertaining to your potential employment or actual employment (if any) with the Bank. This document, if signed by you, indicates that you have carefully read and understand this document and consent to the request and release of a consumer report to the Bank, as of the date of this document and on an on-going basis during your employment, for employment purposes, at the Bank's discretion, in connection with any decisions concerning your employment, promotion, reassignment or retention as an employee of the Bank, if any.

Applicant/Employee Consent & Release: I acknowledge receipt of this Notice and authorize Woodforest and its agents to conduct consumer reports on me as part of its background investigation. I understand that the consumer report will be used to determine my suitability for employment with the Bank. I authorize any person, organization, governmental authority or other party to release information and cooperate with consumer reports conducted on me. If I am hired, this Authorization and Consent shall remain valid throughout my employment and shall authorize the Bank and its agents to conduct consumer reports on me for employment purposes at any time during my employment.

I release Woodforest and its agents from any and all claims, damages and liabilities from obtaining and utilizing information about me pursuant to this Notice and Authorization. This Authorization does not affect my rights under the Fair Credit Reporting Act.

**EMPLOYMENT**

I understand that nothing contained in this employment application or interview, or any Woodforest policies, procedures, correspondence, or handbooks that I might receive constitute a contract or promise of employment or employment for any specified period of time unless provided otherwise by an applicable collective bargaining agreement. I understand that the employment relationship is "at will," which means that if an employment relationship is established; the Bank or I may terminate the employment relationship at any time and for any reason, with or without notice or prior discipline.

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A POLYGRAPH OR SIMILAR TEST.**

**UNDER NEW YORK LAW, unfair discrimination against persons previously convicted of one or more criminal offenses is prohibited by New York law under Article 23-A. The provisions of this article apply to any applicant for employment who has previously been convicted of one or more criminal offenses in the state of New York or in any other jurisdiction except where a mandatory barrier to employment is imposed by law.**

By my signature below, I certify that I have read, fully understand and accept all terms of the foregoing statements.

By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired.

Signature \_\_\_\_\_ Date \_\_\_\_\_