

# APPLICATION FOR EMPLOYMENT

PLEASE ANSWER ALL QUESTIONS AND PRINT LEGIBLY. Please complete each section fully and accurately. Please PRINT, except for the signature at the end of this application. To the extent that some of the information requested is on your resume, you may write "see resume" where appropriate and attach a copy. The statements on your resume will be considered to be part of your response to this application. In any event, you must read and sign the Affidavit section of this application.

Please indicate if you need additional space to complete an answer to any questions listed below. Also let us know if you need assistance in completing this application or need an application in an alternative format.

## GENERAL INFORMATION AND POSITION DESIRED

Name: \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

Street Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail and/or website \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Type of work desired:

\_\_\_ Full-Time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_ Partial-Year (e.g., 9 months, 10 months) \_\_\_ Summer

Salary requirement \_\_\_\_\_ Date available for work \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Are you legally permitted to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you able to provide documentation demonstrating your legal ability to work in the United States?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been employed by the Bank previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you applied for a position at the Bank before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently have a relative employed by the Bank? \_\_\_\_\_ Yes \_\_\_\_\_ No

Use the space below to describe your interest in banking and the skills and aptitudes that you feel qualify you for a position at the Bank. If you need more space, please continue on a separate sheet.

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

**CRIMINAL RECORD**

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry relative to prior arrests, criminal court appearances or convictions.

An applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services provided it did not result in a complaint transferred to the Superior Court for criminal prosecution.

A conviction record is not an automatic bar to employment. Factors such as age at time of the offense, time that has passed since the offense or completion of any sentence, seriousness and nature of the offense, rehabilitation and the nature of the job sought will be taken into account.

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If yes, please identify any and all felonies and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a misdemeanor within the past five years or finished a period of incarceration for a misdemeanor within the past five years? \_\_\_\_\_ Yes \_\_\_\_\_ No

You need not answer "Yes" with respect to a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace.

If yes, please identify any and all misdemeanors (except those excluded above) and explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

| City/State              | Major Course/Subject | Circle Last Year Completed | Degree |
|-------------------------|----------------------|----------------------------|--------|
| <u>High School/Prep</u> |                      | <u>1 2 3 4</u>             |        |
| <u>Business School</u>  |                      | <u>1 2 3 4</u>             |        |
| <u>College</u>          |                      | <u>1 2 3 4</u>             |        |
| <u>Graduate Work</u>    |                      | <u>1 2 3 4</u>             |        |

List scholastic honors, offices held and activities in high school and college: \_\_\_\_\_  
\_\_\_\_\_

If you did not graduate, why did you leave school or college: \_\_\_\_\_  
\_\_\_\_\_

Are you planning to pursue further studies? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where and what courses? \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT RECORD**

Please list the most recent information first. Account for all periods of time and all positions held over the last ten years, including military service. You may include volunteer positions if you wish. Please indicate if additional space is needed.

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|                           |                         |                    |        |
|---------------------------|-------------------------|--------------------|--------|
| <b>EMPLOYER</b>           | Dates<br>Employed: From | To                 |        |
| Street                    | Starting<br>Salary:     | Leaving<br>Salary: |        |
| City/State                | Zip Code                | Reference:         | Phone: |
| Position and Duties _____ |                         |                    |        |
| Reason for Leaving _____  |                         |                    |        |

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|                           |                         |                    |        |
|---------------------------|-------------------------|--------------------|--------|
| <b>EMPLOYER</b>           | Dates<br>Employed: From | To                 |        |
| Street                    | Starting<br>Salary:     | Leaving<br>Salary: |        |
| City/State                | Zip Code                | Reference:         | Phone: |
| Position and Duties _____ |                         |                    |        |
| Reason for Leaving _____  |                         |                    |        |

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|                           |                         |                    |        |
|---------------------------|-------------------------|--------------------|--------|
| <b>EMPLOYER</b>           | Dates<br>Employed: From | To                 |        |
| Street                    | Starting<br>Salary:     | Leaving<br>Salary: |        |
| City/State                | Zip Code                | Reference:         | Phone: |
| Position and Duties _____ |                         |                    |        |
| Reason for Leaving _____  |                         |                    |        |

Have you ever been involuntarily terminated from employment in any job, including but not limited to any of the positions identified in this application or your resume?

\_\_\_\_\_ Yes      \_\_\_\_\_ No. If yes, please explain any and all such circumstances \_\_\_\_\_

\_\_\_\_\_

If presently employed, why do you desire to change your position? \_\_\_\_\_

\_\_\_\_\_

If you are now employed, may we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

**DISCLOSURES**

The Bank is an equal employment opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, disability, military or veteran status or any other category protected by federal or state law. No question on this application is intended to secure information to be used for such discrimination.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

This application will be given consideration, but its receipt does not imply that you will be employed. The Bank, at its own expense, arranges for a bond for each of its employees. If your (the applicant's) background is unacceptable to a bonding company (under standards that do not discriminate on an illegal basis), it will be difficult to secure this bond, and the Bank may not offer employment to you.

**PLEASE READ CAREFULLY BEFORE SIGNING.** If you have any questions regarding this statement, please ask them of an employment interviewer before signing

**AFFIDAVIT**

I authorize the Bank to make inquiries regarding my work and educational history from any of my past employers and from educational institutions that I have attended. I release the Bank, as well as my past employers and educational institutions, from any and all liability or damage for requesting and/or issuing this information.

I acknowledge receipt of a separate statement that the Bank may obtain a consumer report on me for purposes of this employment application and, should I become employed by the Bank, at any time during my employment with the Bank.

I understand that if I am hired, I must provide proof of eligibility to work in the United States. If I do not provide such proof within three (3) days of my hire, I understand that the Bank may terminate my employment.

I understand that, if I am hired, my employment with the Bank will be at will and may be terminated by the Bank or me at any time and for any reason. I understand that no documents or statements of the Bank will constitute a contract of employment that in any way limits the Bank's right to terminate employment at will. I further understand that the at-will nature of my employment cannot be changed except by a formal written contract signed by both the President of the Bank and me.

Without limiting in any way the at-will status of my employment if I am hired, I understand that if any of the information I have provided on this application or any accompanying resume is untrue, the Bank will immediately discharge me.

I hereby acknowledge that I have read the above statement and understand the same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**FOR BANK USE ONLY**  
(To be filled out after applicant is hired)

Date Employed \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Salaried \_\_\_\_\_ Hourly \_\_\_\_\_

Work Schedule (Hours, days, etc.) \_\_\_\_\_

Job No. \_\_\_\_\_ Previously used name, if any \_\_\_\_\_

In case of an accident or other emergency, who is the first person we should contact?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

**Complete the following portion if the applicant is refused employment based in whole or in part on a consumer report or an investigative consumer report.**

If an applicant is rejected in whole or in part based on a consumer report or an investigative consumer report, the following steps must be taken. Initial and date the completion of each step.

*Before the action is taken:*

1. Provide the applicant a copy of the report and an opportunity to respond. Initials: \_\_\_\_\_ Date: \_\_\_\_\_
2. Provide the applicant a copy of the Federal Trade Commission summary of his or her rights.  
Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Once the action is taken:*

1. Provide notice to the applicant. Initials: \_\_\_\_\_ Date: \_\_\_\_\_
2. Provide the name, address and telephone number of the consumer reporting agency to the applicant.  
Initials: \_\_\_\_\_ Date: \_\_\_\_\_
3. Provide a statement to the applicant that the consumer reporting agency did not make the decision and is unable to provide specific reasons why the action was taken. Initials: \_\_\_\_\_ Date: \_\_\_\_\_
4. Notify the applicant of his or her right to obtain a free copy of the report from the consumer reporting agency within 60 days of the notice. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

*Review the following and initial and date one of the alternatives:*

If the report is an investigative consumer report, the applicant may make a written request for disclosure of the nature and scope of the investigation requested. In the event of such a request, such a disclosure must be made within five days of the receipt of the request.

- No investigative consumer report was obtained by the Bank. Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- An investigative consumer report was obtained by the Bank but the applicant has not requested a statement concerning the nature and scope of the report. Initials: \_\_\_\_\_ Date: \_\_\_\_\_
- The applicant requested such a statement and it was provided within the five-day period. Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## **FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION**

As an applicant for employment or a current employee of the Bank, you are a consumer with rights under the Fair Credit Reporting Act. When any of the following circumstances exist, the Bank may choose to obtain and use information contained in either a consumer report or an investigative consumer report from a consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you.

For your information, a “consumer reporting agency” is a person or business which, for monetary fees, dues, or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the Bank.

A “consumer report” means any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An “investigative consumer report” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act.

### **AUTHORIZATION**

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize the Bank to obtain either a consumer report or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment at the Bank. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE