



## 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 \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Position applied for: \_\_\_\_\_

Type of work desired:

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

Salary requirements: \_\_\_\_\_ 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 Circle Last Course/Subject	Year Completed	Degree
High School/Prep	_____	_____	1 2 3 4	_____
Business School	_____	_____	1 2 3 4	_____
College	_____	_____	1 2 3 4	_____
Graduate Work	_____	_____	1 2 3 4	_____

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 Employed: From	To	
Street	City	State	Zip
Reference: _____		Phone: _____	
Position & Duties: _____ _____		Reason for Leaving: _____ _____	

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Street	City	State	Zip
Reference: _____		Phone: _____	
Position & Duties: _____ _____		Reason for Leaving: _____ _____	

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<b>EMPLOYER</b>	Dates Employed: From	To	
Street	City	State	Zip
Reference: _____		Phone: _____	
Position & 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 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.

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

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

Date: \_\_\_\_\_