

APPLICATION FOR EMPLOYMENT

PLEASE ANSWER ALL QUESTIONS AND PRINT LEGIBLY.

Name: (First) (Middle) (Last)

Street Address Telephone Number

City State Zip Code

Type of work desired _____ Social Security # _____

Salary requirement _____ Date available for work _____

How were you referred to us? _____

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

CRIMINAL RECORD

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to convictions.

A conviction record will not necessarily be a bar to employment. Factors such as age at time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please 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 explain:

GENERAL INFORMATION

Have you been employed here previously? _____ Yes _____ No

Have you applied for a position here 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.

EDUCATION

City/State	Major Course/Subject	Circle Last 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? _____

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

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

EMPLOYMENT RECORD

Starting with your most recent position, list your current position (if currently employed) and the previous two positions in which you were employed.

EMPLOYER	Dates Employed: From	To
Street	Starting Salary:	Leaving Salary:
City/State	Zip Code	Reference: Phone:
Position and Duties _____		
Reason for Leaving _____		

EMPLOYER	Dates Employed: From	To
Street	Starting Salary:	Leaving Salary:
City/State	Zip Code	Reference: Phone:
Position and Duties _____		
Reason for Leaving _____		

EMPLOYER	Dates Employed: From	To
Street	Starting Salary:	Leaving Salary:
City/State	Zip Code	Reference: Phone:
Position and Duties _____		
Reason for Leaving _____		

DISCLOSURES

The Bank does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age or non-job-related disability. 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 every consideration, but its receipt does not imply that you will be employed. The Bank, at its own expense, arranges for a surety bond for each of its employees. Unless your (the applicant's) background is acceptable to a bonding surety company (not relative to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age or non-job-related disability), it will be difficult to secure this bond, and the Bank may be unable to offer employment.

PLEASE READ BEFORE SIGNING

If you have any questions regarding this statement, please ask them of an employment interviewer before signing.

I authorize the Bank to obtain a consumer report on me for purposes of this employment application and, should I become employed with the Bank, at any time during my employment with the Bank.

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, 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 statements on this application 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

Printed Name

Date

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. _____ Maiden Name _____

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

Name _____ Relationship _____

Telephone _____ Address _____

Complete this portion if the applicant is refused employment.

Was applicant rejected in whole or in part based on a consumer credit report and/or investigative consumer report?

_____ Yes _____ No If yes, was/were the name(s) and address(es) of the consumer reporting agency(ies) supplied to the applicant?

_____ Yes _____ No Date supplied _____

Initials _____

Attach a copy of such notice to this application.

_____ Yes _____ No Was a written report made by the applicant for a disclosure of the nature and scope of the investigative consumer report requested by the Bank?

If yes, was such disclosure made in writing to the applicant not later than 5 days after the date on which his request was first received or 5 days after the Bank first requested the report?

_____ Yes _____ No If not, explain _____

Date Supplied _____ Initials _____

Attach a copy of notice to this application

**DISCLOSURE REGARDING CONSUMER REPORT
USED FOR EMPLOYMENT PURPOSES**

In connection with your application for employment with the Bank, or, if you become employed here, at any time during your employment with the Bank, a consumer report on you may be obtained for employment purposes.

By signing the acknowledgment and authorization, you authorize the Bank to procure a consumer report on you to be used for employment purposes now and at any time during your employment with the Bank, should you become employed here.

Sample