



**NEWBURYPORT FIVE CENTS SAVINGS BANK**  
**63 State Street, Newburyport, MA 01950**

**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. If all of the information requested is on your resume, you may write "see resume" and attach a copy. If any information is not on your resume, you must complete on this application all information not on your resume. 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 question listed below. Any applicant requiring assistance in completing this application or requiring an application in an alternative format should communicate the request.

**GENERAL INFORMATION AND POSITION DESIRED**

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

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

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

Telephone Number: \_\_\_\_\_

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

Positions(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.

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## 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 the 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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? \_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT RECORD

Please list the most recent information first. Account for all periods of time and all positions held over the last 10 years, including military service. You may include volunteer positions if you wish. Please indicate if additional space is needed.

<b>EMPLOYER</b>	Dates Employed: From	To	
Street	Starting Salary	Leaving Salary:	
City/State	Zip Code	Reference:	Telephone:
Positions and Duties: _____			
Reason for Leaving: _____			

<b>EMPLOYER</b>	Dates Employed: From	To	
Street	Starting Salary	Leaving Salary:	
City/State	Zip Code	Reference:	Telephone:
Positions and Duties: _____			
Reason for Leaving: _____			

<b>EMPLOYER</b>	Dates Employed: From	To	
Street	Starting Salary	Leaving Salary:	
City/State	Zip Code	Reference:	Telephone:
Positions and Duties: _____			
Reason for Leaving: _____			

Have you ever been involuntarily terminated from a job, including any of the positions listed above? ☐ 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 Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, ancestry, sex, sexual orientation, genetic information, age, disability, military or veteran's 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, for 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 cannot 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.: \_\_\_\_\_

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 the 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.

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? ☐ Yes      ☐ No

If yes, was such disclosure made in writing to the applicant not later than 5 days after the date on which his/her 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

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

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 explanation purposes 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.

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SIGNATURE

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DATE