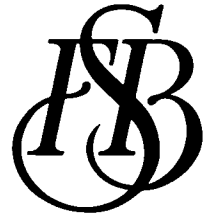


# Florence Savings Bank

85 Main Street, Florence, MA 01062 (413) 586-1300



## Application For Employment

Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, genetic information, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also, 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.

(PLEASE PRINT) Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Referral Source:  Advertisement  Employment Agency  Walk-In  Former Employee  
 College Recruitment  FSB Website  Employee Referral (Name: \_\_\_\_\_)

Other (explain) \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP

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

Are you under 18?  Yes  No

If you are under 18 can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give date \_\_\_\_\_

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

(Proof of authorization to work and of your identity will be required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full-Time  Temporary  Overtime  Part-Time (list hours below)

Monday: \_\_\_\_\_ to \_\_\_\_\_ Tuesday: \_\_\_\_\_ to \_\_\_\_\_ Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_ Friday: \_\_\_\_\_ to \_\_\_\_\_ Saturday: \_\_\_\_\_ to \_\_\_\_\_

Are you on a layoff and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Can you travel between FSB Branches if job requires it?  Yes  No

## SEALED RECORD NOTICE

An applicant for employment with a sealed record on file with the Commission of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any 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 which did not result in a complaint transferred to the superior court for criminal prosecution.

Within the past five years, have you been convicted of a misdemeanor? (Applicants may answer “no” with respect to a first conviction for simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Veteran of U.S. military service?  Yes  No

If yes, Branch \_\_\_\_\_

Please describe any special skills or training acquired while in the service. \_\_\_\_\_

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

### REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers. Examples include business or professional references.

Name	Address	Telephone
1.		
2.		
3.		

# Applicant Data Record

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Applicants are considered for all positions, and employees are treated during employment without regard to race, creed, color, religion, sex sexual orientation, national origin, age, disability, marital or veteran status, or being a member of the Reserves or National Guard.

As employers/government contractors, we also comply with government regulations including but not limited to affirmative action responsibilities as required under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, section 4212 of the Vietnam Era Veterans Readjustment Act of 1974 and Veterans Employment Opportunities Act (VEOA) of 1998.

Solely to help us comply with government record keeping, reporting and other legal obligations as required under these and other laws and regulations, we ask that you please fill out this Applicant Data Record. This data is for analysis and affirmative action only. Submission of this information is voluntary. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a *Confidential File* separate from the Application for Employment.

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(PLEASE PRINT)

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

Position(s) Applied For \_\_\_\_\_

Referral Source:     Advertisement     Employment Agency     Walk-In  
                           Employee Agency     Company Website     Other

---

Name \_\_\_\_\_ Phone (      ) \_\_\_\_\_  
                          LAST                            FIRST                            MIDDLE

Address \_\_\_\_\_  
  STREET                            CITY                            STATE                            ZIP CODE

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## Affirmative Action Survey

If you wish to be identified, please sign below and complete the survey:

Signed: \_\_\_\_\_

Check one:             Male     Female

**{Please Finish Survey on Back Page}**

## Affirmative Action Survey (continued)

### *Ethnicity:*

Are you Hispanic or Latino?

- No, I am **not Hispanic or Latino**.
- Yes, I am **Hispanic or Latino**: A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.

**Race – IMPORTANT - Only complete this section if you checked “No, I am not Hispanic or Latino” in the Ethnicity section above:**

What is your race? Select **ONE** of the following categorie(s):

- White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American** – A person having origins in any of the Black racial groups of Africa.
- American Indian/Alaskan Native** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian**– A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or More Races** – All persons who identify with more than one of the above five *rac*es.

Check if the following is applicable:

- Veteran** - As defined under any of the following:
- ◆ served on active duty for a period of more than 180 days, and any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released other than dishonorably; or,
  - ◆ was discharged or released from active duty for a service connected disability if any part of the active duty was performed between August 5, 1964 and May 7, 1975
  - ◆ who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized (such as The Persian Gulf, El Salvador, Grenada, Lebanon, Panama, Southwest Asia, Haiti, Somalia and Bosnia).
  - ◆ recently separated veteran who served on active duty in the U.S. military, ground, naval or air service during the one-year period beginning on the date of discharge or release from active duty.

# Florence Savings Bank

85 Main Street, Florence, MA 01062 (413) 586-1300



## Fair Credit Reporting Act Disclosure and Authorization

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### *DISCLOSURE*

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

- 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 request as well as a written summary of your rights under the Fair Credit Reporting Act.**

### *AUTHORIZATION*

By your authorization below, you hereby authorize us to obtain a consumer report and/or investigative report about you in order to consider you for employment.

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

# Employment Experience

Start with your present and/or last job. Include military service assignments and any verified work performed on a volunteer basis. Exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, a status as a **veteran, Vietnam Era Veteran**, or being a member of the **Reserves** or **National Guard**.

**Please complete this information even if resume is attached.**

EMPLOYER	DATES EMPLOYED / / TO / / <small>MONTH YEAR MONTH YEAR</small>	WORK PERFORMED <hr/> <hr/> <hr/> <hr/> <hr/>
STREET	STARTING HOURLY/SALARY	
CITY / STATE / ZIP	FINAL HOURLY/SALARY	
JOB TITLE		
SUPERVISOR	SUPERVISOR'S PHONE	
REASON FOR LEAVING		

EMPLOYER	DATES EMPLOYED / / TO / / <small>MONTH YEAR MONTH YEAR</small>	WORK PERFORMED <hr/> <hr/> <hr/> <hr/> <hr/>
STREET	STARTING HOURLY/SALARY	
CITY / STATE / ZIP	FINAL HOURLY/SALARY	
JOB TITLE		
SUPERVISOR	SUPERVISOR'S PHONE	
REASON FOR LEAVING		

EMPLOYER	DATES EMPLOYED / / TO / / <small>MONTH YEAR MONTH YEAR</small>	WORK PERFORMED <hr/> <hr/> <hr/> <hr/> <hr/>
STREET	STARTING HOURLY/SALARY	
CITY / STATE / ZIP	FINAL HOURLY/SALARY	
JOB TITLE		
SUPERVISOR	SUPERVISOR'S PHONE	
REASON FOR LEAVING		

If you need additional space, please continue on a separate sheet of paper.

# Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience \_\_\_\_\_

## Education

	High School	High School Equivalent (GED)	College/University	Graduate/Professional
NAME OF SCHOOL				
CITY / STATE				
CIRCLE HIGHEST YEAR COMPLETED	9 10 11 12		1 2 3 4	1 2 3 4
DIPLOMA/DEGREE				
DESCRIBE COURSE OF STUDY				
DESCRIBE SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS, AND EXTRA CURRICULAR ACTIVITIES				

Honors Received:

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. **I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.**

**AGREEMENT:** I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant

Date