

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 ten years, including military service. You may include volunteer positions if you wish. Please indicate if additional space is needed.

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

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City/State	Zip Code	Reference:	Phone:
Position 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 Employment 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 further authorize the Bank to obtain any criminal offender record information concerning me.

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: _____

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 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.

SIGNATURE

DATE