

APPLICATION FOR EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: \_\_\_\_\_

First Name Middle Initial Last Name Telephone Cell Phone

Current Address:

Street and Apt. # City State Zip Code E-mail

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Social Security #: - - Driver's License #: State: \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? .....( ) Yes ( ) No
If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions \_\_\_\_\_ ( ) Yes ( ) No

Are you legally eligible for employment in this country?..... ( ) Yes ( ) No

Date available for work: \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Employment Desired: ( ) Full-Time ( ) Part-Time ( ) Temporary ( ) Seasonal ( ) Week-ends Only

Have you ever pled "guilty or "no-contest" to, or been convicted of a crime?.....( ) Yes ( ) No

Answering "yes" to this question does not constitute automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. You may respond "no" if you:
-have been arrested, but never convicted within five (5) years prior to making this application, and have only on your record misdemeanors more than five (5) years old,
-have only one (1) conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.
or:- have a "sealed record" (see back of application for more information on "sealed records").

If yes, please provide date(s) and details \_\_\_\_\_

Have you ever served in the U.S. Military? Yes No

EMPLOYMENT HISTORY:

Present or Most Recent Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ (Month/Year) to \_\_\_\_\_ (Month/Year)

Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_ May we contact? Yes No

Reasons for Leaving \_\_\_\_\_

Summarize the Type of Work performed and responsibilities: \_\_\_\_\_

Prior Employer

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates of Employment \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

May we contact? Yes No Reasons for Leaving \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Position: \_\_\_\_\_

Salary: \_\_\_\_\_ Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

May we contact? Yes No Reasons for leaving: \_\_\_\_\_

**EDUCATION**

**High School**

Name and Address \_\_\_\_\_

Did you graduate? \_ Yes \_ No

Attended from \_\_\_\_\_ to \_\_\_\_\_. If you did not graduate, did you receive your GED? \_ Yes \_ No

Special honors or awards: \_\_\_\_\_

**Technical or Vocational School**

Name and Address \_\_\_\_\_

Did you graduate? \_ Yes \_ No

Attended from \_\_\_\_\_ to \_\_\_\_\_. Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**College or University**

Name and Address \_\_\_\_\_

Did you graduate? \_ Yes \_ No

Attended from \_\_\_\_\_ to \_\_\_\_\_. Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**College or University**

Name and Address \_\_\_\_\_

Did you graduate? \_ Yes \_ No

Attended from \_\_\_\_\_ to \_\_\_\_\_. Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

**Skills**

Please describe any skills you have in the following areas:

Computer: \_\_\_\_\_

Languages Spoken (other than English): \_\_\_\_\_

Other: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**REFERENCES**

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	Number of Years Known
1. _____				
2. _____				
3. _____				

Did anyone in particular refer you to Randolph Savings Bank for Employment? (Please indicate) \_\_\_\_\_

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporation or organizations for furnishing such information about me.

I understand that this employer does not lawfully discriminate in employment and no question in this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

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.

**Sealed Records:** Disclosure of information relating to such records.

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 prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to an 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.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, full understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_