



109 MAIN ST. & 38 ROGERS ST., GLOUCESTER, MA 01930 • 508/283-0248
BEACH ST., MANCHESTER, MA 01944 • 508/526-7122

APPLICATION FOR EMPLOYMENT at CAPE ANN SAVINGS BANK

Please read the following before filling out this application for employment form.

Cape Ann Savings Bank does not discriminate in hiring, conditions of employment, promotion, training, wages, termination, or any other area affecting personnel on the basis of race, color, creed, national origin, sex, age, handicap, or veteran status.

Resume

If you have a resume, please attach it to this application form, but be sure to fill in any requested information which is not provided on your resume.

Lie Detector Test

Under Massachusetts law it is unlawful for an employer to request or require an employee or an applicant to submit to a lie detector (polygraph) test as a condition of employment or continued employment. Employers are also prohibited from disciplining an employee for his/her refusal to submit to a polygraph test.

Immigration Act

The Federal Immigration Reform and Control Act mandates that all employees must provide documentation of their identity and of their United States citizenship or of their legal authorization to work in the United States. A new employee also must sign a form provided by the Immigration and Naturalization Service of the U.S. Justice Department, verifying your status as a citizen or an alien, and the Bank must sign the form indicating its review and verification of your documentation. **DO NOT ATTACH** documentation to this application form. You will be asked to provide it only if you are employed by Cape Ann Savings Bank.

References

I authorize Cape Ann Savings Bank to contact my previous employers and the school I attended to obtain information on my work and school records.

I authorize the Bank to contact an investigative consumer reporting agency if the Bank wishes to obtain a report on my credit and personal history.

I understand that this application for employment is not an employment contract. If hired, I retain the right to leave employment voluntarily at any time upon proper notice. The Bank retains its right to terminate me at any time and for any reason. I understand that neither this application nor any other Bank documents are contracts of employment. Any oral or written statements to the contrary are unauthorized and specifically disavowed, and I further realize that I should not rely upon them.

I hereby acknowledge that I have read the foregoing disclosure and understand it.

Applicant's Signature

Date

REFERENCES Give below the names of three persons not related to you, whom you have known for at least one year.

Name	Address	Business	Years Acquainted
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PLEASE READ THE FOLLOWING BEFORE SIGNING THE APPLICATION.

If you have any questions regarding this statement, please ask someone in the Personnel Department before signing.

In the event of my employment by Cape Ann Savings Bank, I will comply with all rules and regulations set forth by the Bank, as stated in policy manuals, in the Employee Handbook, or in communications distributed to employees.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that misrepresentation or omission of facts called for is cause for dismissal.

I acknowledge that I have read the above statements and understand them.

Applicant's Signature _____

What foreign language(s) do you speak fluently? _____

Read? _____ Write? _____

EMPLOYMENT RECORD

Starting with your present or most recent, list all previous employers, both on a paid and an unpaid volunteer basis. Include self-employment, summer, and part-time work. Please be sure to include unpaid volunteer experience which you feel is pertinent to a position at Cape Ann Savings Bank.

Name _____

Address _____

Dates Employed From _____ To _____ Salary _____

Position and Duties _____

Reason(s) for Leaving _____

Name _____

Address _____

Dates Employed From _____ To _____ Salary _____

Position and Duties _____

Reason(s) for Leaving _____

Name _____

Address _____

Dates Employed From _____ To _____ Salary _____

Position and Duties _____

Reason(s) for Leaving _____

If you need more space, please continue on a separate sheet.

UNEMPLOYMENT RECORD

Please account for all periods of unemployment of two weeks or more since you left school until the present time.

From _____ To _____ What were you doing during this period?

CRIMINAL RECORD

Have you been convicted of felony within the last five years? If so, please explain _____