

Cape Ann Savings Bank



Cape Ann's Bright Light Since 1846

APPLICATION FOR EMPLOYMENT

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

Cape Ann Savings Bank is an equal opportunity employer and does not discriminate in hiring, conditions of employment, promotion, training, wages, termination, or any other area affecting personnel on the basis of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, disability, military or veteran 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.

Resume

If some information requested on this application is on your resume, you may write "see resume" where appropriate and attach a copy. The statements on your resume will be considered to be part of your response to this application and your signature will imply all information noted on your resume is true.

Lie Detector Test

Under Massachusetts law it is unlawful for an employer 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.

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

Applicant's Signature

Date

GENERAL INFORMATION

Name _____
Last First Middle

Present Address _____
Street No. City State/Zip

Permanent Address _____
Street No. City State/Zip

Telephone # _____ Cell # _____

Work # _____ May we contact you at work? ☐ Yes ☐ No

Position(s) applied for _____

Type of work desired: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Salary desired _____ Date available for work _____

How were you referred to us? _____

Have you ever been employed by Cape Ann Savings Bank or the former Granite Savings Bank? ☐ Yes ☐ No

Have you applied for a position at Cape Ann Savings Bank before? ☐ Yes ☐ No

Do you have a relative employed by Cape Ann Savings Bank? If yes, who? _____

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

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 Cape Ann Savings Bank. If you need more space, please continue on a separate sheet of paper and attach to this application.

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 time of the offense, time that has passed since the offense or completion of any sentence, seriousness and nature of the offense, rehabilitation and the nature of the job sought will be taken into account.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please identify any and all felonies and 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 (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)? ☐ Yes ☐ No

If yes, please identify any and all misdemeanors (except for those excluded above): _____

EDUCATION

Name & Location of School	Course Major	Years Completed	Degree
High School_____		1 2 3 4 _____	
College_____		1 2 3 4 _____	
Business/Trade School_____		1 2 3 4 _____	
Other/scholastic honors, offices held, activities in high school and/or college _____			

EMPLOYMENT RECORD

If presently employed, why do you desire to change your position? _____

Beginning with your present or most recent, list all previous employers. 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 and attach a resume if you have one.

<u>EMPLOYER</u>	From	To
Address		
Supervisor/Reference	Telephone	
Position and Duties	Reason for Leaving	

<u>EMPLOYER</u>	From	To
Address		
Supervisor/Reference	Telephone	
Position and Duties	Reason for Leaving	

<u>EMPLOYER</u>	From	To
Address		
Supervisor/Reference	Telephone	
Position and Duties	Reason for Leaving	

<u>EMPLOYER</u>	From	To
Address		
Supervisor/Reference	Telephone	
Position and Duties	Reason for Leaving	

EMPLOYMENT REFERENCES Please provide information for three employment, preferably supervisory, references below:

1	_____	_____	_____	_____
	Name	Address	Company/Employer	Telephone
2	_____	_____	_____	_____
	Name	Address	Company/Employer	Telephone
3	_____	_____	_____	_____
	Name	Address	Company/Employer	Telephone

Below, please give the names of three persons not related to you, whom you have known for at least one year:

1	_____	_____	_____
	Name	Telephone	Relationship
2	_____	_____	_____
	Name	Telephone	Relationship
3	_____	_____	_____
	Name	Telephone	Relationship

PLEASE READ THE FOLLOWING BEFORE SIGNING THIS APPLICATION

If you have any questions regarding this statement please ask them of an employment interviewer before signing.

I authorize Cape Ann Savings 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, from any and all liability or damage for requesting and/or issuing this information.

The position you are applying for may require a consumer report on your behalf. I acknowledge 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 do not provide such proof within three (3) days of my hire, I understand the Bank may terminate my employment.

I understand that, if I am hired, my employment with Cape Ann Savings 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. 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 immediate discharge from employment.

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

Applicant's Signature _____

Date: _____

Print Full Name _____

