



All the bank you'll ever need.®

P.O. Box 1279 • Enfield, CT 06083 • 866-540-3696



To: EMPLOYMENT APPLICANT

FROM: NEW ENGLAND BANK

RE: NOTICE OF INTENTION TO USE A CONSUMER
REPORT FOR EMPLOYMENT PURPOSES

Thank you for submitting an application for employment with New England Bank.

This is to inform you that in processing your employment application, New England Bank may procure a consumer report which may include information regarding your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living.

Should New England Bank decide not to employ you, based wholly or in part on information obtained from a consumer report, we will notify you of this fact and provide you with a copy of the consumer report relied on along with a description of your rights under the Fair Credit Reporting Act.

APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The Bank will not, except in the case of a bona fide occupational qualification or need or as otherwise permitted or required by law, discriminate on the basis of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment.

Please answer all questions and print legibly.

Name _____
(First) (Middle) (Last)

Street Address _____ Telephone No. _____

City/ST/Zip _____

Social Security # _____ Type of work desired _____

Salary Requirement _____ Date available for work _____

How were you referred to us? _____

Are you legally permitted to work in the United States? ___ Yes ___ No

Please list any other names by which you have been known of which we should be aware of to adequately verify your identity, employment history or educational history. _____

Criminal Record

Have you ever been convicted of a crime? ___ Yes ___ No

If yes, please explain: _____

I understand that a conviction will not necessarily result in the rejection of my application, but that the Bank shall consider the nature of the conviction as it relates to the job duties in question and in light of the requirements of state and federal law.

EEO APPLICANT DATA FORM

Important information for all applicants: To enable the Bank to meet government reporting regulations and to maintain an Affirmative Action Plan, applicants are requested to complete this personal data sheet.

Information will be used for Government reporting purposes and will be detached and separate from your job application. This information will not be used as selection criteria and will be treated as personal and confidential. Your decision or refusal to provide the requested information will not subject you to any adverse treatment. Your voluntary cooperation will be appreciated.

If any of these definitions apply to you, please check off the appropriate box or boxes to be considered under our Affirmative Action Plan.

Male Female

ETHNIC CATEGORY

Black White Hispanic

Asian or Pacific Islander Native American Indian or Alaskan Native

GENERAL INFORMATION

Have you been employed here previously? Yes No

Have you applied for a position here before? 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 Bank. If you need more space, please continue on a separate sheet.

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 any scholastic honors earned 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

Starting with your most recent job, list all previous employers. Include self-employment, summer and part-time jobs. You may also include any verified volunteer work.

Company _____ Dates Employed: _____
From To

Street _____ Starting Salary: _____

City/ST/Zip _____ Leaving Salary: _____

Reference: _____ Phone: _____

Position & Duties: _____

Reason for Leaving: _____

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

Company _____ Dates Employed: _____
From To

Street _____ Starting Salary: _____

City/ST/Zip _____ Leaving Salary: _____

Reference: _____ Phone: _____

Position & Duties: _____

Reason for Leaving: _____

Company _____ Dates Employed: _____
From To

Street _____ Starting Salary: _____

City/ST/Zip _____ Leaving Salary: _____

Reference: _____ Phone: _____

Position & Duties: _____

Reason for Leaving: _____

EMPLOYMENT RECORD

Starting with your most recent job, list all previous employers. Include self-employment, summer and part-time jobs. You may also include any verified volunteer work.

Company _____ Dates Employed: _____
From To
Street _____ Starting Salary: _____
City/ST/Zip _____ Leaving Salary: _____
Reference: _____ Phone: _____
Position & Duties: _____
Reason for Leaving: _____

Company _____ Dates Employed: _____
From To
Street _____ Starting Salary: _____
City/ST/Zip _____ Leaving Salary: _____
Reference: _____ Phone: _____
Position & Duties: _____
Reason for Leaving: _____

Company _____ Dates Employed: _____
From To
Street _____ Starting Salary: _____
City/ST/Zip _____ Leaving Salary: _____
Reference: _____ Phone: _____
Position & Duties: _____
Reason for Leaving: _____

PLEASE READ BEFORE

If you have any questions regarding this statement, please ask a Bank representative before signing.

ACKNOWLEDGMENT

In the event of my employment by the Bank, I will comply with all rules and regulations as set forth in the Bank's policy manual or the communications distributed to all employees. 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 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 my 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 the employee and the President of the Bank.

I certify that there are no misrepresentations, omissions, or falsifications in the forgoing statements and answers, and that the responses given are true, complete and accurate to the best of my knowledge and are made in good faith. Without limiting the at will status of my employment, if I am hired I understand that if any of the statements on this application are untrue I may be immediately discharged.

I authorize all the educators, employers and references listed in this application to furnish the Bank with information regarding my education, employment history, or any other matter related to my application for employment with the Bank.

I authorize the Bank to procure a consumer report and/or an investigative consumer report regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics and mode of living and to use information from such report(s) for the purpose of considering my application for employment.

I hereby acknowledge that I have read the above statements and understand the same.

Signature of Applicant _____

Date _____

FOR BANK USE ONLY

To be filled out after applicant is hired.

Date Employed _____ Date of Birth _____

Social Security # _____ Job Title _____

Department _____ Salaried _____ Hourly _____

Work Schedule (Hours, days, etc) _____

Job No. _____ Maiden Name _____

In case of accident or other emergency who is the first person we should contact?

Name _____ Relationship _____

Telephone _____ Address _____

To be filled out if applicant is refused employment.

____ Yes ____ No Was application rejected in whole or in part based on a consumer credit report and/or an investigative consumer report?

____ Yes ____ No If yes, was the applicant notified of this fact and were the consumer report(s) along with the name(s), address(es) and phone number(s) of the consumer reporting agency(ies) supplied to the applicant along with a description of the individual's rights under the Fair Credit Reporting Act?

Attach a copy of such notice to this application. Date Supplied _____
Initials _____

____ Yes ____ No Was a written request made by the applicant for a disclosure of the nature and scope of the investigative report requested by the Bank?

____ Yes ____ No If yes, was such disclosure made in writing to the applicant not later than 5 days after the date on which his request was first received or 5 days after the Bank first requested the report?

Attach a copy of such notice to this application. Date Supplied _____
Initials _____

If not, explain.

DISCLOSURE & CONSENT FOR OBTAINING BACKGROUND REPORT

This disclosure and consent for obtaining a background report acknowledges that **New England Bank** (hereinafter referred to as the "employer") and/or its agents, **Baker St. Associates**, may conduct a background investigation. These investigations might include, but are not limited to, searches of financial or consumer reporting agencies, records of previous employment including detailed information on work history, searches of educational institutions, military records, criminal history information or other public record information on file in local, state or federal agencies and motor vehicle/driver's license records.

I understand that these searches will be used to determine employment eligibility under the employer's employment policies. Therefore, I authorize and consent for full release of records to the authorized representatives of the employer or its agent(s), **Baker St. Associates**. In addition, I release and discharge the employer and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that this notice will also apply to any future update reports that may be requested if I am hired by the employer.

I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such consumer and/or investigative report, should one be made.

In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.

After reading this document, I understand fully its complete contents and I authorize the background investigation.

Printed Name: _____ Signature: _____

Date of Birth: _____ Social Security Number: _____

Other names used: _____ Date: _____

Note: Date of birth & Social Security number are used solely for identification purposes in search for criminal and driving records.

Current Address: _____ How Long? _____

Please list any other previous residences for the last 7 years:

- | | |
|-------------------|-------------------|
| 1. _____
_____ | 3. _____
_____ |
| 2. _____
_____ | 4. _____
_____ |

Driver's License Number _____

State _____