

EDUCATION

	High School	College/ University	Graduate/Professional
Name of School			
Years Completed (Please Circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degrees:			
Specialized Training, Skills and/or Extra-Curricular Activities:			
List Honors Received:			

Computer Skills:

Software Program	Proficiency Level (Basic, Intermediate, Advanced)

PERSONAL REFERENCES: (NOT RELATED TO YOU)

NAME	ADDRESS	PHONE #

EMPLOYMENT HISTORY (Present, Past, Voluntary or Military Experience)

Start with your present or most recent job. Exclude organization names, which indicate race, creed, color, religion, sex, or national origin.

Employer	Dates employed From:	To:
Address	Phone	FAX
City, State, Zip		
Job Title	Supervisor	
Hourly Rate/Salary	Starting:	Leaving:
Reason for Leaving		
May we contact this Employer? ___ Yes ___ No		

Employer	Dates employed From:	To:
Address	Phone	FAX
City, State, Zip		
Job Title	Supervisor	
Hourly Rate/Salary	Starting:	Leaving:
Reason for Leaving		
May we contact this Employer? ___ Yes ___ No		

Employer	Dates employed From:	To:
Address	Phone	FAX
City, State, Zip		
Job Title	Supervisor	
Hourly Rate/Salary	Starting:	Leaving:
Reason for Leaving		
May we contact this Employer? ___ Yes ___ No		

Please use a separate sheet of paper if additional space is needed.

SEALED RECORD NOTICE:

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. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answers "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, which did not result in a complaint transferred to the superior court for criminal prosecution.

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:

- _____

Have you ever been convicted of a felony? Yes No

- If yes, please explain:

- _____

CERTIFICATION AND ASSENT:

It is my understanding that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by South Adams Savings Bank. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by representatives of South Adams Savings Bank.

AGREEMENT: I hereby certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Applicant's Signature Required

Date



Credit Information Release

TO: Credit Data Services
155 Brookdale Drive
Springfield, MA 01104

To Whom It May Concern:

I have made application for employment (or am currently employed) with the SOUTH ADAMS SAVINGS BANK, and I have been informed that SOUTH ADAMS SAVINGS BANK will obtain from you a consumer report (credit report) on me, which it intends to use in considering my employment with the Bank.

I am aware that a consumer report on individuals (1) may include items of public information relating to arrests, indictments, convictions, suits, tax liens, and outstanding judgments (except as the same is limited or prohibited by Massachusetts General Laws, Chapter 93, Section 52); (2) that the disclosure or the inclusion of such matters of public record, if applicable, could have an adverse effect upon my ability to obtain employment with SOUTH ADAMS SAVINGS BANK; and (3) that if such information is reported by you, it may not necessarily be up-to-date in that a current public record status check may not have been made at the time of the making of the report by you. I further understand if SOUTH ADAMS SAVINGS BANK intends to take adverse action against me (including denial of a position) based wholly or partly on information contained in a consumer report, it must provide me with a copy of the consumer report and a description of my rights under the Fair Credit Reporting Act. Before SOUTH ADAMS SAVINGS BANK takes adverse action against me based wholly or partly on information contained in a consumer report, the bank shall allow me sufficient time to review the consumer report for errors that might affect any such adverse employment decision.

I authorize you to provide SOUTH ADAMS SAVINGS BANK with a consumer report containing all of the information presently in your files on me. I do not require that you make an up-to-date public record check as to the current status of any adverse matter, which may be reported therein before issuing the report.

Very truly yours,

_____ Signature of Applicant	_____ Address
_____ Name of Applicant (print)	_____
_____ Social Security Number	_____ Previous Address
_____ Witness/Signature	_____ Date