



# EDUCATION

School Name	City, State	Circle Last Year Completed	Major	Did You Graduate?
High School		1 2 3 4		
College		1 2 3 4		
Graduate/Professional		1 2 3 4		
Other		1 2 3 4		

If you did not graduate, why did you leave school or college? \_\_\_\_\_  
 \_\_\_\_\_

Are you planning to pursue further studies? \_\_\_\_\_ Day or evening classes? \_\_\_\_\_

If so, where and what courses? \_\_\_\_\_

# EMPLOYMENT HISTORY

Company Name & Address	Dates of Employment Start _____ End _____	Title and Brief Job Description
Supervisor's Name & Title	Salary Start _____ per _____	
Telephone	End _____ per _____	
		Reason for leaving
Company Name & Address	Dates of Employment Start _____ End _____	Title and Brief Job Description
Supervisor's Name & Title	Salary Start _____ per _____	
Telephone	End _____ per _____	
		Reason for leaving
Company Name & Address	Dates of Employment Start _____ End _____	Title and Brief Job Description
Supervisor's Name & Title	Salary Start _____ per _____	
Telephone	End _____ per _____	
		Reason for leaving
Company Name & Address	Dates of Employment Start _____ End _____	Title and Brief Job Description
Supervisor's Name & Title	Salary Start _____ per _____	
Telephone	End _____ per _____	
		Reason for leaving

Company Name & Address	Dates of Employment Start _____ End _____	Title and Brief Job Description
Supervisor's Name & Title	Salary Start _____ per _____ End _____ per _____	
Telephone		Reason for leaving

May we contact the employers listed? \_\_\_\_\_ If not, indicate which ones you do not wish us to contact: \_\_\_\_\_

\_\_\_\_\_

What business machines have you operated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What foreign languages do you speak, if any? \_\_\_\_\_

Please identify the job (or type of job) for which you are applying and write a paragraph as to why you are qualified:

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# CRIMINAL RECORD

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 appearances or convictions. In addition, any 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 which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record will not necessarily be a bar to employment. Factors such as age at time of the offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes please explain.

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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 peace.) If yes, please explain.

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## VETERANS READJUSTMENT ACT/AMERICANS WITH DISABILITIES ACT

Lowell Five is a government contractor subject to Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 which requires us to take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era. We are also subject to Section 503 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, which requires Affirmative Action to employ and advance in employment qualified, disabled individuals.

If you fall under the above definitions and would like to be considered under the Affirmative Action program, please tell us. Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained concerning individuals shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of handicapped individuals and regarding necessary accommodations, (2) first aid and safety personnel may be informed when, and to the extent appropriate, the condition might require emergency treatment, and (3) government officials investigating compliance with the Act shall be informed.

If you are a disabled veteran, a Vietnam Era veteran or you have a handicap, we would like to include you under the Affirmative Action Program. It would assist us if you tell us about (1) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your handicap so that you will be considered for any positions of that kind and (2) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job and/or elimination of certain duties relating to the job or other accommodations.

Please use the space provided below to identify yourself as a veteran and/or a disabled individual if you desire.

## PLEASE READ BEFORE SIGNING

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

In the event of my employment to a position at Lowell Five, I will comply with all rules and regulations set forth in the Bank's policy manual or other communications distributed to all employees.

I agree to give the Bank two weeks prior notice of resignation, but it is understood that my employment is for no stated term, and is subject to termination at the will of the Bank. All applicants accepted for employment are placed on a temporary basis for a three month orientation period, and may be terminated if the Bank determines that the employee's work is unsatisfactory during this period.

Lowell Five has a non-contributory retirement plan for its employees administered by the Savings Bank Employees Retirement Association of Massachusetts. The Bank's plan states that all employees working more than 1,000 hours a year must join the plan after they have reached age 21 and completed one year of service with the Bank. Both conditions must be met before joining the plan.

I hereby authorize the Bank to report any information to any prospective employer, governmental agency or any other person or entity having a legitimate business need concerning transactions or experiences between myself and Bank arising out of my employment.

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 am aware that any falsification or omission of employment information will be grounds for immediate termination.

I hereby authorize my previous employers to release information regarding my performance to Lowell Five, whether such information is favorable or unfavorable.

In processing this employment application, and if in the opinion of the Bank it is necessary during the course of my employment, I authorize the Bank to request that an investigative consumer report be prepared, which may include information as to my character, general reputation, police record, personal characteristics, credit history and mode of living. I realize that I have the right to request that the Bank completely and accurately disclose to me the nature and scope of the investigation requested. Such a request must be made in writing to the Personnel Department of the Bank.

I hereby acknowledge that I have read the foregoing statement and understand the same.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## FOR LOWELL FIVE USE ONLY

Date Interviewed:

Date Hired:

Starting Salary:

Position/Location:

Hours Requested:





