

5 Bissell Street, PO Box 1868, Lakeville, CT 06039-1868 • 800.222.9801 • 860.435.9801 • www.salisburybank.com

The Salisbury Bank and Trust Company ("the Bank") is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis prohibited by law. The Bank considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation or any other legally protected status.

Please print, complete, sign, and mail or fax this employment application to: Salisbury Bank and Trust Company
 Human Resources Department
 PO Box 1868
 Lakeville, CT 06039-1868
 Fax: 860.435.5106

General Information

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone Number(s): (____) _____ (____) _____
Home Work

Cell Number: (____) _____ Email: _____

Number of years/months you have resided at above address: _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

If employment is offered, can you produce documentation required by law to establish work authorization and identity? Yes No

Job Information

Type of work desired? _____

On what date would you be available to work? _____

Are you available to work: Full-time Yes No
Part-time Yes No

Hourly Rate/Salary desired? _____

How were you referred to us? _____

Are you currently on "lay-off" status? Yes No Can you work overtime? Yes No

Can you travel if your job requires it? Yes No

Have you ever applied to the Bank before, or worked for the Bank before? Yes No

If yes, under what name, dates of employment and department?

**Job
Information
Continued**

 Do you have any friends or relatives working here? Yes No

 If yes, list name and relationship to you: _____

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

Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School/Prep		9 10 11 12	
College		1 2 3 4	
Graduate		1 2 3 4	
Professional/Trade/Business _____			
U.S. Military or Naval Services _____		Rank _____	
Present Membership in National Guard or Reserves _____			

List any scholastic honors earned in high school, college or graduate school.

If you did not graduate, explain your reasons for leaving.

 Are you planning to pursue further studies? Yes No

If yes, where and what courses?

Describe any job-related training received in the United States Military or Naval Service.

**Employment
Experience**

Start with your present or last job. Include any self-employment, summer and part-time jobs, job-related military service assignments and volunteer activities. If you need additional space, please continue on back.

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employer _____ Dates Employed: From _____ To _____

Address _____ Salary: (Start) _____ (End) _____

Telephone Number(s) _____ Job Title _____

Duties/Accomplishments _____

Supervisor (Name and Title) _____

Reason for leaving _____

Employment Experience

 Have you ever been dismissed, involuntarily terminated or forced to resign from employment? Yes No

If yes, please explain:

Describe any specialized training, apprenticeship, computer skills and extra-curricular activities.

State any additional information you feel may be helpful to us in considering your application.

References

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

NAME	ADDRESS	HOME PHONE	BUSINESS PHONE
1. _____	_____	(____) _____	(____) _____
2. _____	_____	(____) _____	(____) _____
3. _____	_____	(____) _____	(____) _____

AT-WILL EMPLOYMENT DISCLAIMER AND APPLICANT'S AGREEMENT AND CERTIFICATION

I certify that the answers given in this application are true to the best of my knowledge.

I understand that false or misleading information given in my application, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission of falsehood is discovered.

I understand that the use of this application form does not indicate that there are any positions open and does not in any way obligate the Bank.

I understand that should I be granted an interview, no representations that may be made at the interview are to be construed as creating any obligation, promise or contract on behalf of the Bank.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I may be subject to a drug test and/or a medical examination that I must pass before I commence work.

I understand that if I am hired by the Bank, my employment can be terminated with or without cause, and with or without notice, at any time, for any lawful reason or for no reason at all at the option of either the Bank or myself. I further understood that this "at will" employment relationship may not be changed except by a formal written agreement signed by me and the President.

In the event of my employment by the Bank, I agree to conform to the policies and procedures of the Bank, as they may from time to time be implemented or revised.

I have read, understood and agree to the foregoing.

 Signature of Applicant

 Date

**Criminal
Background**

NOTE: THIS PORTION OF THE APPLICATION WILL ONLY BE REVIEWED BY MEMBERS OF THE HUMAN RESOURCES DEPARTMENT (OR THE PERSON(S) IN CHARGE OF EMPLOYMENT) AND ANYONE INVOLVED IN INTERVIEWING THE APPLICANT

Have you ever been convicted of a crime? Yes No

If yes, please give information regarding the nature of the charge, the date and location of conviction and the final disposition of the case:

Applicants are not required to disclose the existence of an arrest, criminal charge or conviction for which records have been "erased." The types of records subject to erasure under Connecticut law are as follows:

(a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled" (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

Any applicant whose criminal records were erased will be considered to have never been arrested and may so swear under oath.

I understand that the information provided above will not necessarily result in the rejection of my application, but that the nature of the information will be considered as it relates to the performance of the job duties in question and in light of the requirements of state and federal law.

Signature of Applicant

Date

**Application
Voluntary
Self-Identification
Form**

Salisbury Bank is an Equal Opportunity Employer. As required by law, we must record certain information to be made a part of our Affirmative Action Program.

Applicants for employment are also invited to participate in the Affirmative Action Program by reporting their status as handicapped, disabled veteran, veteran of the Vietnam era or other minority. In extending this invitation you are also advised that:

- (a) workers (applicants) are under no obligation to respond, but may do so in the future if they choose;
- (b) responses will remain confidential within the Human Resources Department; and
- (c) responses will be used only for the necessary information to include in our Affirmative Action Program.

We are a company that values diversity. We actively encourage women and minorities to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Please complete the information requested below. Thank you for your cooperation.

Name _____ Date _____

Position applied for _____

Please check all that apply (see next page for definitions)

Race or Ethnic Identity

- Hispanic or Latino
- Black or African American (not Hispanic or Latino)
- Asian (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)
- White (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- American Indian or Alaskan Native (not Hispanic or Latino)

Gender Male Female

Veteran Status

- Vietnam Era Veteran
- Recently Separated Veteran
- Special Disabled Veteran
- Armed Forces Service Medal Veterans
- Other Protected Veteran

I do not wish to Self-Identify

Signature of Applicant

Date

How did you hear of our opening?

- Current Employee
- Newspaper Ad
- Recruiter
- Other - Explain Below:

**EEOC Race/
Ethnic
Identification
Categories**

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Individual with Disabilities – Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Veteran of the Vietnam-Era – Means a person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.

Special Disabled Veteran – Means (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans' Affairs for a disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 38 U.S.C. 3106 to have a serious employment handicap or (ii) a person who was discharged or released from active duty because of a service connected disability.

Other Protected Veteran – Includes any veteran who served on active duty in the U.S. military, ground, naval or air service in a war, campaign or expedition in which a campaign badge has been authorized under laws administered by the Department of Defense.

Recently Separated Veteran – Any veteran who served on active duty in the U.S. military, ground, naval or air service during the one year period beginning on the date of such veteran's discharge or release from active duty.

Armed Forces Service Medal Veteran – Includes any veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which a service medal was awarded pursuant to Executive Order 12985.