



APPLICATION FOR EMPLOYMENT

Please answer all questions and print legibly

Personal Information

The Milford National Bank and Trust Company is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, sexual orientation, genetic information or any other status protected by law.

Date: _____

Name: _____
Last First Middle

Current Address: _____
Number Street
City/Town State Zip Code

Home Phone No: _____ /Cell Phone No: _____

Email Address: _____

Are you 16 years of age or older? Yes ___ No ___ (Proof of eligibility will be required for employment)

Are you a U.S. Citizen or lawfully permitted to work in the U.S.? Yes _____ No _____

Position applied for: _____

Date Available: _____

Are you applying for Full Time (30-40 hrs/wk) or Part Time (29 hours/wk or less)?

Full time _____ Part Time _____ Number of hours available per week _____

Summer Only _____

Have you been employed by the Bank previously? Yes _____ When? _____ No _____

Have you previously applied for a position with the Bank? Yes _____ When? _____ No _____

Do you currently have a relative employed by the Bank? Yes _____ No _____

Referred by: MNB Website _____ Walk-in _____ Newspaper Ad _____ Online Ad _____

MNB Employee _____ Other _____

Name of employee who referred you, if applicable:

Employment History

(You may include verified volunteer work)

Are you currently employed? Yes _____ No _____

Name of current/previous employer: _____

Address: _____

Phone Number: _____ Dates Employed: From: _____ To: _____

Position Held: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

May we contact your current employer? Yes _____ No _____

Name of previous employer: _____

Address: _____

Phone Number: _____ Dates Employed: From: _____ To: _____

Position Held: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

Education

<u>School Name</u>	<u>Course of Study</u>	<u>Years Completed</u>	<u>Degree</u>
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High School _____

College/Business School _____

Graduate Work _____

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

Are you planning to pursue further studies? Yes _____ No _____

References

Name

Phone Number

Relationship

1. _____

2. _____

3. _____

Criminal Record

(A conviction will not necessarily disqualify an applicant)

An applicant for employment with a sealed record on file with the commissioner of probation may answer "No" with respect to an inquiry relative to prior convictions. In addition, an applicant may answer "No" with respect to 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 ever been convicted of a felony? Yes _____ No _____

Within the last five years, have you been convicted and or/incarcerated for a misdemeanor, other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace? Yes _____ No _____

If you answered "Yes" to either or both of the above questions, please set forth the date and nature of any conviction(s) _____

Other Information

Please provide any additional education, training or qualifications that you would like us to consider in reviewing your application: _____

Disclosures

This application will be given every consideration, but its receipt does not imply that you will be employed. The Bank, at its own expense, arranges for a surety bond for each of its employees. Unless your background is acceptable to a bonding surety company (not relative to race, color, religion, creed, national origin, ancestry, sex, sexual orientation, age, genetic information or non job related disability), it will be difficult to secure this bond, and the Bank may be unable to offer employment.

It is unlawful in Massachusetts 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.

Mass General Laws c.15.1.13 prohibits employers from terminating or refusing to hire individuals on the basis of genetic information; requesting genetic information concerning employees, applicants, or their family members; attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; using genetic information in any way that affects the terms and condition of an individual's employment; or seeking, receiving or maintaining genetic information for any non-medical purpose.

Please read before signing

In signing this application, I certify that the information I have provided is complete and accurate. I understand that any false statements or omissions in the application process will be grounds for rejection of my application, or termination of employment if I become employed.

I hereby authorize The Milford National Bank and Trust Company to investigate all statements contained in this application. I authorize and request that my present and former employers furnish information about my employment record, including a statement of reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release my present and former employers, and their agents and employees, from any and all liability for damages arising from furnishing the requested information.

I understand that, in connection with my employment application, an investigative consumer report, including information with respect to my character, general reputation, personal characteristics and mode of living, may be made. I have the right to make a written request for nature and scope of any such investigation. I will direct any such request to The Milford National Bank and Trust Company at 300 East Main Street, Milford, MA 01757.

I understand that, if offered employment by The Milford National Bank and Trust Company such employment is at will, subject to termination by me or The Milford National Bank and Trust Company at any time with or without cause. No representative of The Milford National Bank and Trust Company, other than the Chief Executive Officer, has authority to enter into an agreement for employment for any specified period of time.

I understand that any offer of employment is subject to my successful completion of The Milford National Bank and Trust Company's hiring process, including reference checks, credit checks and a criminal data investigation.

Signature

Date

Printed Name

Invitation to Self Identify

You are invited to provide information to assist MNB in meeting government reporting requirements and furthering its affirmative action efforts in the employment and advancement of qualified minorities and women. Providing this information is strictly voluntary and any information you provide will be kept confidential and will not be used as the basis for any adverse employment decision. The Milford National Bank and Trust Company does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, sexual orientation, genetic information or any other status protected by law.

Applicant's Name: _____

Specific Title of Position Applied For: _____

Please check as applicable:

Gender: Male Female

Race/Ethnic Designation

Please check as applicable:

Ethnicity

Hispanic/Latino (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish cultural origin, regardless of race.

Race

- White** (All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East)
- Black/African American** (All persons having origins in any of the Black racial groups of Africa)
- Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes, for example, China, India, Japan and Korea)
- Native Hawaiian/Other Pacific Islander** (A person having origins in any of the original peoples of the Hawaiian Islands or other Pacific Islands, including the Philippine Islands and Samoa.
- American Indian/Alaskan Native** (A person having origins in any of the original peoples of North and South America, including Central America and who maintains cultural identification through tribal affiliation or community recognition.

I choose not to self-identify at this time

Veteran/Disability

Category

- Qualified Individual w/Disability**
- Special Disabled Veteran ***
- Vietnam Era Veteran ****
- Other Eligible Veteran*****
- Newly Separated Veteran******

* 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.

** 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

***person serving on active duty during a war/campaign/expedition for which a campaign badge has been authorized.

**** Newly Separated Veterans= 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.

List any accommodations on the part of the company that would help you to perform the job on the back of this sheet.

Applicant's Signature: _____ **Date:** _____