

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
_____	_____	9 10 11 12	_____
_____	_____	1 2 3 4	_____
_____	_____	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?		<input type="checkbox"/> Yes <input type="checkbox"/> 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. _____	_____	(____) _____	(____) _____

NOTICE REGARDING POLYGRAPH TESTS: No applicant or employee shall be required to take a polygraph test or any form of mechanical or electrical lie detector test as a condition of employment or as a condition of continued employment.

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

**Voluntary
Self-Identification
of Veterans**

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified veterans in accordance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended. To help us measure how well we are doing, we are asking you to tell us if you are a qualified veteran. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become a veteran at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as being a veteran on this form without fear of any punishment because you did not identify as being a veteran earlier.

How do I know if I am a Qualified Veteran?

You are considered to be a qualified veteran if you are one of the following.

Recently Separated Veteran: means any veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran’s discharge or release from active duty.

Armed Forces Service Medal Veteran: means any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a U.S. military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

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

Disabled Veteran: means 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 Secretary of Veterans’ Affairs or a person who was discharged or released from active duty because of a service-connected disability who has the ability to perform the essential functions of the employment position at issue with or without reasonable accommodation.

Please check one of the following options below:

- Not a Veteran
- Recently Separated Veteran
- Armed Forces Service Medal Veteran
- Disabled Veteran
- Other Protected Veteran
- Do Not Wish To Answer

Name: _____

Position (Sought or Held): _____

Date: _____

Reasonable Accommodation Notice

If you checked “Yes” to “Disabled Veteran” above, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

**Voluntary
Self-Identification
of Disability**

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities in accordance with Section 503 of the Rehabilitation Act of 1973. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular Dystrophy

Please check one of the following options below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DO NOT HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Name: _____

Position (Sought or Held): _____

Date: _____

Reasonable Accommodation Notice

If you checked "Yes," above, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment..

**EEO-1 Voluntary
Self-Identification
Form**

The Bank is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the Bank invites all applicants/employees to voluntarily self-identify their race and gender. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and will only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual. The Bank also complies with government regulations including but not limited to affirmative action responsibilities as required under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, Section 4212 of the Vietnam Era Veterans Readjustment Act of 1974 and the Veterans Employment Opportunities Act of 1998.

You are not required to provide this information, but your cooperation in completing this form is appreciated.

Position(s) Applied for: _____

- Referral Sources:**
- | | | |
|--|---|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Bank Website | <input type="checkbox"/> Other website |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Department of Labor | <input type="checkbox"/> Other Agency |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> School/College Guidance Office | <input type="checkbox"/> Other _____ |

- Gender:**
- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

Race/Ethnic Group (see definitions below) (Check One):

- | | | |
|---|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Black or African American | <input type="checkbox"/> Asian |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> Two or More Races | | |

Definitions:

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

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

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.

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

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.

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