



THE Village Bank™

Application for Employment

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.
(Application must be completed in full even if attaching a resume.)

POSITION APPLIED FOR _____ DATE OF APPLICATION _____

PERSONAL

PLEASE PRINT USING BALLPOINT PEN

SOCIAL SECURITY NO.		FIRST NAME, MIDDLE I.		LAST NAME		
PRESENT: STREET		CITY STATE ZIP		HOW LONG	HOME TELEPHONE #	
PREVIOUS: STREET		CITY STATE ZIP		HOW LONG	CELL PHONE# / E-MAIL ADDRESS (alternate method of contact)	
HOW WERE YOU REFERRED:						
ARE ANY OF YOUR RELATIVES PRESENTLY EMPLOYED WITH THE BANK? [] YES [] NO IF YES, NAME OF RELATIVE:						
HAVE YOU EVER WORKED FOR THE VILLAGE BANK BEFORE? [] YES [] NO, IF YES, WHERE? APPROXIMATE DATE: MO/YR.						
HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THE VILLAGE BANK BEFORE? [] YES [] NO IF YES, WHERE? APPROXIMATE DATE: MO/YR.						
HAVE YOU EVER BEEN BONDED? [] YES [] NO HAVE YOU EVER BEEN REFUSED A BOND? [] YES [] NO; IF YES PLEASE EXPLAIN:						
HAVE YOU EVER HELD A POSITION OF TRUST (HANDLING MONEY OR CONFIDENTIAL MATTERS)? [] NO [] YES, PLEASE EXPLAIN:						
I AM SEEKING [] FULL TIME [] PART TIME EMPLOYMENT, IF PART TIME PLEASE CHECK DAYS AND LIST HOURS AVAILABLE:						
MON/ HRS	TUES/ HRS	WED/ HRS	THURS/ HRS	FRI/ HRS	SAT/ HRS	ACCOMMODATIONS NEEDED
NOTE: WORK SCHEDULES ARE BASED UPON THE NEEDS OF THE BUSINESS, WE EXPECT EMPLOYEES MAINTAIN SOME FLEXIBILITY						
DESIRED WAGE:				DATE AVAILABLE FOR WORK?		

GENERAL INFORMATION

IF UNDER AGE 18, CAN YOU SUPPLY A WORK PERMIT? [] YES [] NO

HAVE YOU BEEN CONVICTED OF A CRIME OR VIOLATION OTHER THAN A MINOR MISDEMEANOR WITHIN THE LAST FIVE YEARS? (An applicant with a *sealed record* on file with the commissioner of Probation may answer "no" with respect to any inquiry relative to prior arrest, criminal court appearances, convictions and appearances/adjudications in all cases of delinquency or as a child in need of services provided it did not result in a compliant transferred to the Superior Court for criminal prosecution.) [] YES [] NO

(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT. Section 19 of the FDI Act prohibits, without the prior written consent of the FDIC, a person convicted of any criminal offense involving dishonesty, breach of trust, money laundering, or who has agreed to enter into a pretrial diversion or similar program for such offense, from becoming or continuing as an institution-affiliated party, owning or controlling, directly or indirectly an insured depository institution, or otherwise participating, directly or indirectly, in the conduct of the affairs of an insured institution.)

IF YES, PLEASE EXPLAIN:

HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR ASKED TO RESIGN? [] YES [] NO

IF YES, PLEASE EXPLAIN:

EMPLOYMENT HISTORY

BEGIN WITH YOUR MOST RECENT EMPLOYMENT [1] AND CONTINUE WITH PAST EMPLOYMENT

1	EMPLOYER	FROM	STARTING	JOB TITLE	WHAT DID YOU LIKE BEST ABOUT THIS POSITION?	
		MO. YR.	SALARY			
	NAME OF COMPANY		\$	DESCRIBE PRIMARY DUTY		
	ADDRESS	TO	ENDING			
		MO. YR.	SALARY			
	CITY, STATE, ZIP		\$		WHAT DID YOU LIKE LEAST?	
	PHONE NO.	SUPERVISOR:				
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [] YES [] NO	
2	EMPLOYER	FROM	STARTING	JOB TITLE	WHAT DID YOU LIKE BEST ABOUT THIS POSITION?	
		MO. YR.	SALARY			
	NAME OF COMPANY		\$	DESCRIBE PRIMARY DUTY		
	ADDRESS	TO	ENDING			
		MO. YR.	SALARY			
	CITY, STATE, ZIP		\$		WHAT DID YOU LIKE LEAST?	
	PHONE NO.	SUPERVISOR:				
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [] YES [] NO	
3	EMPLOYER	FROM	STARTING	JOB TITLE	WHAT DID YOU LIKE BEST ABOUT THIS POSITION?	
		MO. YR.	SALARY			
	NAME OF COMPANY		\$	DESCRIBE PRIMARY DUTY		
	ADDRESS	TO	ENDING			
		MO. YR.	SALARY			
	CITY, STATE, ZIP		\$		WHAT DID YOU LIKE LEAST?	
	PHONE NO.	SUPERVISOR:				
EXPLAIN ANY PERIOD BETWEEN JOBS					MAY WE CONTACT EMPLOYER? [] YES [] NO	

4	EMPLOYER		FROM	STARTING	JOB TITLE	WHAT DID YOU LIKE BEST ABOUT THIS POSITION?
			MO. YR.	SALARY		
	NAME OF COMPANY			\$	DESCRIBE PRIMARY DUTY	
	ADDRESS		TO	ENDING		
	CITY, STATE, ZIP		MO. YR.	SALARY		
PHONE NO.			\$		WHAT DID YOU LIKE LEAST?	
EXPLAIN ANY PERIOD BETWEEN JOBS		SUPERVISOR:			MAY WE CONTACT EMPLOYER? [] YES [] NO	

EDUCATION

EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YEAR ATTENDED	GRADUATED	DEGREE
HIGH SCHOOL			9 10 11 12	[] YES [] NO	
COLLEGE			1 2 3 4	[] YES [] NO	
COLLEGE			1 2 3 4	[] YES [] NO	
GRADUATE SCHOOL			1 2 3 4	[] YES [] NO	
BUSINESS. TRADE OTHER			1 2 3 4	[] YES [] NO	

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

List any other experience, skills or other qualifications including hobbies, or volunteering which you believe should be considered in evaluating your qualifications for employment. You may indicate any prior military service which you would like considered in connection with your application for employment, including Veteran Status

REFERENCES: Please provide three business references; for example supervisors, co-workers, or business associates

1	NAME	OCCUPATION BUSINESS PHONE ()
	PHONE ()	TITLE RELATIONSHIP
	CITY AND STATE (ZIP)	HOW LONG KNOWN
2	NAME	OCCUPATION BUSINESS PHONE ()
	PHONE ()	TITLE RELATIONSHIP
	CITY AND STATE (ZIP)	HOW LONG KNOWN

3	NAME	OCCUPATION BUSINESS PHONE ()
PHONE ()	TITLE RELATIONSHIP	
CITY AND STATE (ZIP)	HOW LONG KNOWN	

APPLICANT STATEMENT AND DISCLOSURE

PLEASE READ BEFORE SIGNING

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE; I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, gender, gender identity, color, sexual orientation, national origin, marital status, expunged juvenile records, sealed court records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, any and other characteristic protected by Federal, State or Local law.

I authorize the investigation of all statements and information contained in this application, resume or interview. I release from all liability anyone (employer, its agents, or representatives) supplying such information and I also release the employer from all liability that might result from making an investigation.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Violations of this law are subject to criminal penalties and civil liability.

If hired, I will be required to provide proof of identity and legal eligibility for employment in the United States by completing the form I-9 as required by the federal immigration laws. Failure to do so within 3 business days of date of hire will result in immediate termination.

If hired, I understand that regular attendance and punctuality are essential requirements of the position as outlined in the job description.

If hired, I agree to abide by all of the company rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the company or me, I further understand that no representation, whether oral or written by any representative or agent of the Company, at any time, can constitute a contract of employment. I understand that the Company and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the company, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the President & CEO or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.

APPLICANT SIGNATURE _____ DATE _____



Affirmative Action Data Collection Record

As an equal opportunity employer, The Village Bank actively supports objectives set forth in Federal and State Laws which prohibit discrimination in employment with respect to race, color, religious creed, national origin, age, sex, sexual orientation, ancestry, physical or mental handicap or veteran status. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits and all other privileges, and terms and conditions of employment.

The Village Bank is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, we invite you to voluntarily self-identify your race and ethnicity. 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

Date: _____

Position(s) Applied For: _____

Referral Source: (please circle one) Walk-in Print Advertisement On-line

Friend Relative Employment Agency Other: _____

Please circle those that apply: Male Female

White (Not Hispanic or Latino).

Hispanic/ Latino

Black or African American (Not Hispanic or Latino).

Asian (Not Hispanic or Latino).

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino).

American Indian or Alaska Native (Not Hispanic or Latino).

Two or More Races (Not Hispanic or Latino).

Disabled Veteran Vietnam Veteran Veteran of Another Campaign (i.e. Korea, Desert Storm, Iraq, Afghanistan): _____

Thank you.

The Village Bank

307 Auburn Street
Auburndale, MA 02466

DISCLOSURE REGARDING BACKGROUND CHECK

The Village Bank (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks.

I am aware that in the event an investigative consumer report is prepared, I am entitled to request disclosures of the nature and scope of the investigation being requested. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Strategic Information Resources, 155 Brookdale Drive, Springfield, MA 01104, (800) 332-9479. I acknowledge that these consumer reports and/or investigative consumer reports may be obtained at any time after receipt of my authorization, and if I am hired, throughout my employment. American Driving Records will supply Louisiana driving records.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND CHECK and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Strategic Information Resources, 155 Brookdale Drive, Springfield, MA 01104, (800) 332-9479, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants or employees only: By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

*Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center,
Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer-reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer-reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer-reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer-reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer-reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center -FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture	Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051