

# THE SIMSBURY BANK & TRUST COMPANY

981 Hopmeadow Street, P.O. Box 248

Simsbury, CT 06070

Telephone: (860) 408-5493

Facsimile: (860) 651-2075

sbtinfo@simsburybank.com

www.simsburybank.com

## APPLICATION FOR EMPLOYMENT

The Simsbury Bank & Trust Company ("the Bank") is an equal opportunity and affirmative action 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, gender, national origin, age, disability, marital or civil union party status, veteran status, sexual orientation or any other legally protected status.

### PERSONAL INFORMATION

Last Name		First Name		Middle	
Address	Number	Street	City	State	Zip Code
Telephone Number(s): Home		Work		Cell	
Email Address:					

How did you hear about us?  Newspaper  Internet  Employee Referral \_\_\_\_\_  
 Other \_\_\_\_\_ (please be as specific as possible) (name of SBT employee)

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

Have you ever applied here before?  Yes  No  
If so, position \_\_\_\_\_  
Name used: \_\_\_\_\_

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EMPLOYMENT DESIRED

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Position(s) applied for: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you available to work:                      Full-time                       Part-time

Are there any hours or days that you cannot or will not work? \_\_\_\_\_

How many miles/minutes are you willing to travel to go to work? \_\_\_\_\_

Hourly Rate/Salary desired? \_\_\_\_\_

Can you work overtime if your job requires it?                       Yes                       No

Can you travel if your job requires it?                       Yes                       No

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

If yes, list name and relationship to you:

\_\_\_\_\_

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

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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REFERENCES

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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. \_\_\_\_\_

EDUCATION AND TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School			9 10 11 12	
College			1 2 3 4	
Graduate or Professional or Trade or Business School				

Scholastic Average at each Educational Institution \_\_\_\_\_

Academic Scholarships/Awards \_\_\_\_\_

Describe any specialized training, licenses, certifications, and skills:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has any license or certification you have held been surrendered, suspended or revoked for any reason? If so, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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EMPLOYMENT EXPERIENCE

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Provide your complete employment history for the past 15 years. Do not omit any jobs. Include any job-related military service assignments and volunteer activities.

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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(If you need additional space, please continue on back of application or attach additional sheets.)

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EMPLOYMENT EXPERIENCE, CONTINUED

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

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\_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

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Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_ Job Title \_\_\_\_\_

Duties & Accomplishments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor (Name and Title) \_\_\_\_\_

Reason for leaving \_\_\_\_\_

(If you need additional space, please continue on back of application or attach additional sheets.)

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NOTICE OF BACKGROUND CHECK AND FAIR CREDIT REPORTING ACT DISCLOSURE

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As part of the interview process, The Simsbury Bank & Trust Company (“The Bank”) may conduct a background check. If you are hired, The Bank may also conduct a background check in deciding whether to continue your employment and when making other employment-related decisions directly affecting you. As part of the background check, The Bank may obtain a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (“FCRA”), which applies to you. A consumer report includes information regarding such issues as your credit standing, criminal record, motor vehicle record, character and reputation. If The Bank obtains a “consumer report” about you, and considers any information in the “consumer report” when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the report before the decision is finalized. You may also contact the Federal Trade Commission in Washington, D.C., about your rights under the FCRA as a consumer with regard to “consumer reports” and the “consumer reporting agencies” that prepare these reports. Your signature below authorizes The Bank to obtain consumer reports regarding you from consumer reporting agencies in connection with your application and during the course of your employment. Please note that if you have placed a “freeze” on your credit file in conjunction with the Connecticut State Law that permits such a restriction on accessing your information, you will be required to lift that freeze for the Bank to obtain a credit report and to complete its employment application process. A delay in lifting the freeze may delay or halt the processing of your employment application

To perform the background check, please provide the following information:

Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver’s License No: \_\_\_\_\_ State: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Former Name (if any): \_\_\_\_\_

(continued on next page)

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AUTHORIZATION TO COLLECT BACKGROUND INFORMATION

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I have applied for employment with The Simsbury Bank & Trust Company (“The Bank”). I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize representatives of The Bank to obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background, financial history, education, regulatory or police records, driving records, licensing status or professional designation, and character or reputation, and to consider the information provided by the background check when making decisions regarding my application, and if hired, my employment. I authorize all previous employers, references or other persons having knowledge of my record or myself to release such information to The Bank, and hereby release all persons from liability for any damage that may result from furnishing such information to The Bank. A photocopy of this authorization may be accepted in lieu of the original.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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\_\_\_\_\_

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

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

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 Simsbury Bank & Trust Company (“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. *Further, in consideration of my employment, I agree to conform to the policies and procedures of The Bank, as they may from time to time be implemented or revised, and that my employment and compensation 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.* It is further understood that this “at-will” employment relationship may not be changed by any written document or by conduct unless the President of The Bank specifically acknowledges such change in writing. I understand that no supervisory, management or any other employee at The Bank has any authority to make a commitment of guaranteed or continuing employment to me, and no document or publication of the Bank should be interpreted to make such a guarantee.

I understand that false or misleading information given in my application, resumes, 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 or falsehood is discovered.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks.

I have read, understood and agree to the foregoing.

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Signature of Applicant

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Date

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CRIMINAL BACKGROUND

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**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 or pleaded guilty or nolo contendere (no contest) to, a violation of any state, federal, county or municipal law? (Do not include minor traffic violations)

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:

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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.

Applicant’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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CRIMINAL BACKGROUND, CONTINUED

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**DISCLOSURE & CONSENT FOR OBTAINING BACKGROUND REPORT  
THROUGH BAKER ST. ASSOCIATES**

This disclosure and consent for obtaining a background report acknowledges that **The Simsbury Bank & Trust Co.** (hereinafter referred to as the "employer") and/or its agents, **Baker St. Associates**, may conduct a background investigation. These investigations might include, but are not limited to, searches of financial or credit agencies, records of previous employment including detailed information on work history, searches of educational institutions, military records, criminal history information or other public record information on file in local, state or federal agencies and motor vehicle/driver's license records.

I understand that these searches will be used to determine employment eligibility under the employer's employment policies. Therefore, I authorize and consent for full release of records to the authorized representatives of the employer or its agent(s), **Baker St. Associates**. In addition, I release and discharge the employer and its agents and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs, expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that this notice will also apply to any future update reports that may be requested if I am employed by the employer.

I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such consumer and/or investigative report, should one be made.

In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the Federal Fair Credit Reporting Act.

After reading this document, I understand fully its complete contents and I authorize the background investigation.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Other name used: \_\_\_\_\_ Dates used: \_\_\_\_\_

Other name used: \_\_\_\_\_ Dates used: \_\_\_\_\_

**Note: Date of birth & Social Security number are used solely for identification purposes in search for criminal and driving records.**

Current Address: \_\_\_\_\_ How Long? \_\_\_\_\_

Please list any other previous residences for the last 7 years:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| _____    | _____    |
| 2. _____ | 4. _____ |
| _____    | _____    |

Driver's License number \_\_\_\_\_ Issuing State \_\_\_\_\_

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EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

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**Government agencies require periodic reports on the gender, ethnicity and veteran status of applicants. This data is for analysis in preparing government reports and for affirmative action purposes only. It is confidential and will be kept separate from your application. Those making the hiring decision will not use it. YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION BUT YOUR COOPERATION IN COMPLETING THIS FORM WOULD BE APPRECIATED.**

Name \_\_\_\_\_ Position Applied For \_\_\_\_\_

**How did you heard about the position?**

- Internet job site (ex. Career Builder, Monster, Urban League, a college, etc.) \_\_\_\_\_  
 Newspaper (specify) \_\_\_\_\_  Personal referral (specify) \_\_\_\_\_  
 Simsbury Bank's website Careers page  Other (please specify) \_\_\_\_\_

**GENDER:** Male \_\_\_\_\_ Female \_\_\_\_\_

**RACE/ETHNIC GROUP** (see definitions below) (CHECK ONE):

White \_\_\_\_\_ Black or African American \_\_\_\_\_ Asian \_\_\_\_\_  
Hispanic or Latino \_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_  
American Indian or Alaska Native \_\_\_\_\_ Two or More Races \_\_\_\_\_

**VETERAN STATUS** (see definitions below) (CHECK ONE, IF APPLICABLE):

Special Disabled Veteran \_\_\_\_\_ Vietnam Era Veteran \_\_\_\_\_  
Other Protected Veteran \_\_\_\_\_ Recently Separated Veteran \_\_\_\_\_

**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.

**Special Disabled Veterans:** (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.

**Veterans of the Vietnam Era:** 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 therefrom 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 all other cases.

**Other Protected Veteran:** veterans 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. To identify the campaigns or expeditions that meet the criterion identified herein, please refer to <http://www.opm.gov/veterans/html/vgmedal2.htm> or contact (301) 306-6752.

**Recently Separated Veteran:** 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.

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