

**Lake Sunapee Bank
Application for Employment**

Dear Applicant:

Please take the time to fill the application out as completely as possible. Read the instructions for each section *carefully*. The Employment Experience section should be filled out completely. You may provide a resume, but not in place of information required on the application. All applications must be signed and dated.

Please fill out the self-identification form (for government reporting purposes only) and include it with your application.

In addition to the application, we would like you to answer the following questions:

1. What is it about this job that interests you?
2. What are your qualifications?
3. Why do you want to work for Lake Sunapee Bank?

Please provide your answers on a separate sheet of paper and include with your application.

You may return the application to any Lake Sunapee Bank retail office, or mail to:

**Human Resources
Lake Sunapee Bank
PO Box 29
Newport, NH 03773**



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

PLEASE PRINT

Position(s) Interested In: _____	Date: _____
----------------------------------	-------------

How did you learn about us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address Number	Street	City
		State
		Zip Code
Telephone Number(s)	Social Security Number	
	- -	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give date _____

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No

On what date would you be available for work? _____

Are you currently on "lay-off" status and/or subject to recall? Yes No

Have you ever been convicted of a criminal offense involving dishonesty or a breach of trust? Yes No
 If yes, please explain. _____

Have you been convicted of a felony or other crime within the past five years, which has not been annulled? Yes No
 If yes, please explain. _____

(Note: Conviction of a crime will not automatically result in your disqualification. The crime's circumstances will be considered in relation to the position(s) for which you have applied.)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				

List any professional licenses, membership in professional or business groups:

Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected class.

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience. Exclude skills and/or qualifications which indicate race, color, religion, gender, national origin, disabilities or other protected class.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> PC	<input type="checkbox"/> Calculator	<input type="checkbox"/> Other-List: _____
<input type="checkbox"/> Fax	<input type="checkbox"/> Excel	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Word	_____

Employment Experience

Any or all former employers may be contacted.

List all employment experience. Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected class.

1. Employer	Employed From:	Employed To:	Worked Performed
Address			
Telephone Number(s)	Hourly Rate/ Starting	Salary Final	
Job Title Supervisor:			
Reason for Leaving			
2. Employer	Employed From:	Employed To:	Worked Performed
Address			
Telephone Number(s)	Hourly Rate/ Starting	Salary Final	
Job Title Supervisor:			
Reason for Leaving			
3. Employer	Employed From:	Employed To:	Worked Performed
Address			
Telephone Number(s)	Hourly Rate/ Starting	Salary Final	
Job Title Supervisor:			
Reason for Leaving			
4. Employer	Employed From:	Employed To:	Worked Performed
Address			
Telephone Number(s)	Hourly Rate/ Starting	Salary Final	
Job Title Supervisor:			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

References

List 3 reference names, and number of years known. Do not include relatives.

1. Name	Years Known: _____	Telephone
Address		Relationship
2. Name	Years Known: _____	Telephone
Address		Relationship
3. Name	Years Known: _____	Telephone
Address		Relationship

I CERTIFY THAT ALL THE ABOVE INFORMATION AND ANY RESUME IS TRUE AND COMPLETE. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION MAY RESULT IN MY DISQUALIFICATION FROM FURTHER CONSIDERATION FOR EMPLOYMENT OR MY TERMINATION FROM EMPLOYMENT.

Further, in order that Lake Sunapee Bank may process my application for employment, I hereby authorize Lake Sunapee Bank and its subsidiaries, officers, directors, employees, representatives, and agents (hereinafter collectively referred to as "Lake Sunapee Bank") to conduct a complete investigation into my background including, but not limited to, inquiring into my entire employment history, including my fitness for duty at all prior employment, education history, credit history, criminal record and military record, if any; to obtain opinions and references regarding my moral character and reputation and to solicit and obtain any other information Lake Sunapee Bank, in its sole discretion, deems as necessary to determine my eligibility for employment or for the purposes of confirming the accuracy or completeness of any information I have provided to Lake Sunapee Bank. In consideration for processing of my application for employment with Lake Sunapee Bank, I hereby RELEASE, INDEMNIFY, AND HOLD HARMLESS LAKE SUNAPEE BANK from any and all liability based on their authorized receipt, disclosure, and use of the information gathered in processing my application for employment.

I UNDERSTAND THAT, IF HIRED, ANY OFFER IS CONTINGENT UPON PRODUCTION OF PROOF OF EMPLOYMENT ELIGIBILITY AND THE COMPLETION OF A FORM I-9.

DATE: _____ SIGNATURE: _____

You may return this application to any Lake Sunapee Bank retail office, or mail to:

Lake Sunapee Bank
Attn: Human Resources
PO Box 29
Newport, NH 03773