

Position

Date

Name



## Application for Employment

*Banking As It Should Be.* <sup>TM</sup>

**Merrimack County Savings Bank**  
89 North Main Street • Concord, NH • 03302  
603-223-2793 • [www.mcsbnh.com](http://www.mcsbnh.com)

# Employment Application

Date \_\_\_\_\_ Date available \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ SS# \_\_\_\_\_

Position Desired \_\_\_\_\_ Salary Desired \_\_\_\_\_

Check type of employment desired:       Full time     Part time     Temporary

**Are you:**

- yes     no    Over the age of 18?
- yes     no    A previous employee of Merrimack County Savings Bank? Dates: \_\_\_\_\_
- yes     no    Legally permitted to work in the United States?
- yes     no    A licensed driver? (Answer only if required of position for which are you applying.)
- yes     no    Are you currently employed? If yes, why do you wish to make a change? \_\_\_\_\_

Have you ever been convicted of any crime/s that were not annulled in a court? (List all except minor traffic violations such as parking tickets)     yes     no    If yes, state citations, dates, courts, and places where offense/s occurred \_\_\_\_\_

## Additional Qualifications

What knowledge, special technical or computer skills, and/or individual capabilities do you have which especially prepare you for the position for which you are applying?

**Military:**    Branch of service \_\_\_\_\_    Dates of service: \_\_\_\_\_ to \_\_\_\_\_

List duties in the service, including schools and training \_\_\_\_\_

## Education and Training

TYPE OF SCHOOL	NAME AND LOCATION	COURSE MAJOR	CIRCLE LAST YEAR COMPLETED	GRADUATE?	LIST DEGREES
High School			9   10   11   12	<input type="checkbox"/> Y <input type="checkbox"/> N	
College			1   2   3   4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Trade/Technical			1   2   3   4	<input type="checkbox"/> Y <input type="checkbox"/> N	
Post Graduate			1   2   3   4	<input type="checkbox"/> Y <input type="checkbox"/> N	

# Work Experience

**Note:** Starting with the most recent position, furnish all information requested. Please provide a complete employment history including explanations for each period of unemployment. A resume providing this information may be attached as a supplement, but **not** in lieu of completing information requested.

**Present/Last Employer** \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**Present/Last Employer** \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**Present/Last Employer** \_\_\_\_\_ Type of business \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor (Name/Position) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Last Salary/Rate \_\_\_\_\_ Job Title \_\_\_\_\_

Description of Job and Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**Have you ever been discharged or asked to resign from any job?**  yes  no

If yes, explain \_\_\_\_\_

## Additional Information

- Advertisement       Name of publication: \_\_\_\_\_
- Employee       Name of employee: \_\_\_\_\_
- Employment Agency       Name of employment agency: \_\_\_\_\_
- Other: \_\_\_\_\_

## Application Agreement and Certification

I understand and agree that:

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification or refusal of employment or, if employed, termination from the employ of Merrimack County Savings Bank.

Any offer of employment I may receive from Merrimack County Savings Bank is contingent upon my successful completion of the company's total pre-employment screening process, including the company's receiving references that it considers satisfactory.

In processing my application for employment, the company may verify all the information provided by me, or may procure, with my consent, information concerning my prior employment, military record, education, credit history, driving record, and criminal record, if necessary for the position for which I have applied.

I authorize and request that all of my present and former employers including supervisors and managers, and any other individuals I have listed as personal references, furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the company and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the option of either the company or myself. I further understand that no manager or representative of the company, other than the President or Executive Vice President has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement if made, shall not be enforceable unless it is in writing and signed by me and by the individuals designated above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

All qualified applicants receive consideration for employment without regard to race, color, religion, gender, sexual orientation, age, national origin, disability, marital, veteran or any other legally protected status.

## Release Form – Employment References

**Please Print:** \_\_\_\_\_ Date \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I authorize my current and/or previous employers to furnish Merrimack County Savings Bank the information requested in the reference check that they may conduct. I further promise to hold said current and/or previous employer/s, its employees and officers harmless for any statements made herein.

Social Security number \_\_\_\_\_ Signature \_\_\_\_\_

**Please check:**

Yes     No    I authorize Merrimack County Savings Bank, 89 North Main Street, Concord, NH 03302 to contact any of my **former** employers to obtain any data necessary to support this application.

Yes     No    I authorize Merrimack County Savings Bank, 89 North Main Street, Concord, NH 03302 to contact my **present** employer to obtain any data necessary to support this application.

# Employment Application Supplement

The Human Resources Department of Merrimack County Savings Bank gathers the following information for Equal Employment Opportunity reporting requirements. The statistical information we obtain through the use of this form is valuable to us and will remain confidential. You are not required to provide this information. Completing this form is voluntary. This information will be separated from your employment application before you are considered for a position with Merrimack County Savings Bank.

Merrimack County Savings Bank offers equal employment to all persons without regard to race, color, religion, age, sex, national origin, disability, marital or veteran's status, or any other legally protected status.

**Please provide the following information:**

1. Sex  Male  Female Current Date \_\_\_\_\_

2. Date of Birth \_\_\_\_\_  
(month/day/year)

3. Please identify yourself in terms of the racial/ethnic groups listed below by checking the appropriate box:

White

Black or African American

Asian

Native Hawaiian or Pacific Islander

Other (Specify)

American Indian or Alaskan Native

4. How did you hear about this job? \_\_\_\_\_

5. If you saw this position advertised, tell us where you saw the ad \_\_\_\_\_

**Please print:**

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**AUTHORIZATION FORM  
FOR EMPLOYMENT CREDIT REPORTS**

I authorize Merrimack County Savings Bank, to obtain a credit report on myself through the credit reporting agency of its choice. I understand Merrimack County Savings Bank intends to use consumer or credit reports for hiring or promotion purposes. If employed I further authorize Merrimack County Savings Bank to check my credit record, as needed on a continuing basis as it relates to my employment.

I understand that if an adverse employment decision is made due totally or partially to the information on the credit report, Merrimack County Savings Bank will give me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report, so that I may contact them, if I wish.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date