



www.norwaysavingsbank.com

Complete, print, sign and return to:

**Human Resources Department**  
**Norway Savings Bank**  
**P.O. Box 347**  
**Norway, ME 04268-0347**  
 Fax 207.739.6189

<i><b>BANK USE ONLY</b></i>	
Interviewed By: _____	Date: _____
DOH: _____	Salary: _____
Position: _____	
Location/Dept: _____	
Hiring Exceptions: _____	
Authorized By: _____	

**APPLICATION FOR EMPLOYMENT**  
 PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The Bank does not discriminate, or tolerate discrimination, in hiring or employment on the basis of race, religion, color, gender, gender identity or expression, age, national origin, sexual orientation, genetic information, disability, or military/veteran's status. No question on this application is intended to secure information to be used for such discrimination. This application will be given fair consideration, but its receipt does not imply that the applicant will be employed. The Bank, at its own expense, arranges for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company (under standards that do not discriminate on an illegal basis), it will be difficult to secure this bond and the Bank may be unable to offer employment. If you require accommodation of a disability in order to complete this application, please request it.

In processing this employment application, the Bank may request that a consumer credit report and/or a criminal background check be ordered to evaluate the applicant's credit standing. You may request the names of the reporting agencies from the Human Resources Department, in writing, and within 5 days of your request, you will be provided the names and addresses of those agencies. You are entitled to receive copies of such reports from the agency.

I hereby acknowledge that I have read and understand the foregoing disclosure.

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

Please answer every question. Use INK.  
 PRINT NAME

FIRST _____	MIDDLE _____	LAST _____	EMAIL ADDRESS _____
Address _____			TELEPHONE NUMBER _____
NUMBER _____	STREET _____		
CITY _____	STATE _____	ZIP _____	LENGTH OF TIME AT THIS ADDRESS _____

List previous address within the United States, except Military, if address changed during the past 5 years.

NO. STREET _____	CITY _____	STATE _____	FROM (DATE) _____	TO _____
NO. STREET _____	CITY _____	STATE _____	FROM (DATE) _____	TO _____

Position applying for: \_\_\_\_\_  
 Salary requirements: \_\_\_\_\_  
 Are you looking for:  part-time  full-time  
 summer employment?  
 Date available to work: \_\_\_\_\_

- Preferred locations/areas: **See Back Page For Full Addresses**
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bethel                   | <input type="checkbox"/> Naples                   | <input type="checkbox"/> South Portland |
| <input type="checkbox"/> Bridgton                 | <input type="checkbox"/> Norway (MainOffice)      | <input type="checkbox"/> Standish       |
| <input type="checkbox"/> Brunswick - Maine Street | <input type="checkbox"/> Oxford - Inside Wal-Mart | <input type="checkbox"/> Topsham        |
| <input type="checkbox"/> Brunswick - Cooks Corner | <input type="checkbox"/> Portland - Congress St.  | <input type="checkbox"/> Windham        |
| <input type="checkbox"/> Falmouth                 | <input type="checkbox"/> Portland - Exchange St.  | <input type="checkbox"/> Yarmouth       |
| <input type="checkbox"/> Freeport                 | <input type="checkbox"/> Saco                     | <input type="checkbox"/> _____          |
| <input type="checkbox"/> Fryeburg                 | <input type="checkbox"/> Scarborough              |   |
| <input type="checkbox"/> Gorham                   | <input type="checkbox"/> South Paris              |   |

Total weekly hours you wish to work: _____	
Day	When are you available?
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

**EDUCATION**

Name	Address	City	State	Major Course or Subject	Circle Last Year Completed	Degree
HIGH SCHOOL OR PREPARATORY					1 2 3 4	
BUSINESS / TECHNICAL SCHOOL					1 2 3 4	
COLLEGE					1 2 3 4	
GRADUATE WORK					1 2 3 4	

If you wish you may list scholastic honors, offices held, and/or extracurricular activities in which you participated that relate to the position you are seeking.

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Are you planning to pursue further studies?  Yes  No  Day school  Night school

If so, when, where and what courses? \_\_\_\_\_

What AIB/CFT or sales courses have you completed? \_\_\_\_\_

Professional licenses or certification: \_\_\_\_\_

**EMPLOYMENT RECORD**

Starting with PRESENT or MOST RECENT, list four (4) previous employers. Include self-employment, summer, and part-time jobs.

COMPANY NAME	TELEPHONE ( )
ADDRESS	EMPLOYED (State Month and Year) FROM TO
NAME OF SUPERVISOR	WEEKLY PAY START LEAVE
JOB TITLE & DESCRIPTION OF WORK	REASON FOR LEAVING

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JOB TITLE & DESCRIPTION OF WORK	REASON FOR LEAVING

If presently employed, why do you desire to change your position? \_\_\_\_\_

May we contact your present employer?  Yes  No

If yes, name and telephone of contact: \_\_\_\_\_

**PROFESSIONAL, TRADE, BUSINESS or CIVIC ACTIVITIES or OFFICES HELD**

*You may exclude memberships or roles that indicate gender, race, religion, national origin, age, ancestry, disability or other protected status.*

Dates	Description

**PERSONAL REFERENCES**

Give three personal references who are mature persons, business or professional men or women of good standing in their community, and who have known you well during the past three or more years. You may include the names of friends or acquaintances presently employed by Norway Savings Bank, but do not name relatives, former employers or fellow employees.

Name (Please Print)	Address & Telephone Number where they can be reached	No. of Yrs. Acquainted	Occupation

**PLEASE READ BEFORE SIGNING.**

If you have any questions regarding this statement, please ask them of an employment interviewer before signing.

In the event of my employment with the Bank, I will comply with all rules and regulations as set forth in the Bank's policies and other communications distributed to employees. Additionally, I authorize the Bank to supply my employment record, in whole or in part, and in confidence, to government agencies, or any other party with a legal and proper interest.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any misrepresentation or omission may result in your refusal to hire me, or termination of my employment if discovered after hire.

I understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the Bank in any way if the Bank decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party at any time without notice, for any reason, or no reason, and that my at-will status is not affected by any representations, statements, promises or policies, other than a written employment contract authorized by the Board of Directors and signed by the President.

I hereby acknowledge that I have read and understand the above statement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**SKILLS / BACKGROUND**

Check ONCE the lines of work in which you have had training, and TWICE those in which you are especially qualified.

\_\_\_\_\_ Calculator

\_\_\_\_\_ CRT/Data Entry Terminal

\_\_\_\_\_ Accounting

\_\_\_\_\_ Personal Computer

\_\_\_\_\_ Switchboard

\_\_\_\_\_ Typing \_\_\_\_\_ Words per Minute

Experienced in the following computer programs: \_\_\_\_\_

**GENERAL INFORMATION**

Use the space below to describe your interest in banking and the skills and aptitudes you feel qualify you for a position at the Bank. (You may wish to include special training or skills such as sales, typing, accounting, project leadership, and the like.) If you need more space, please continue on a separate sheet.

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Is a member of your family currently employed here?  Yes  No If yes, name and relationship: \_\_\_\_\_

Have you ever been interviewed here before?  Yes  No

Have you been employed here previously?  Yes  No

Were you employed under a different name?  Yes  No When were you employed here? \_\_\_\_\_

What was the name? \_\_\_\_\_

Have you ever been found guilty of a criminal offense involving dishonesty or breach of trust (including but not limited to robbery, embezzlement, forgery, perjury, tax evasion, etc.)?  Yes  No Explain: \_\_\_\_\_

Have you ever been bonded?  Yes  No By whom? \_\_\_\_\_

Have you ever been found guilty of any crime?  Yes  No Explain: \_\_\_\_\_

How were you referred to us?  Ad  Agency  Other  Employee (give name): \_\_\_\_\_

Where did you see the ad? \_\_\_\_\_

Are you a United States citizen?  Yes  No If no, give alien reg. #: \_\_\_\_\_

**NORWAY SAVINGS BANK BANKING OFFICES**

Bethel: One Parkway, Bethel, ME 04217  
 Bridgton: 1 Harrison Road, Bridgton, ME 04009  
 Brunswick: 83 Maine Street, Brunswick, ME 04011  
 Brunswick - Cooks Corner: 14 Gurnet Road, Brunswick, ME 04011  
 Falmouth: 240 U.S. Route One & Depot Road, Falmouth, ME 04105  
 Freeport: 8 Mallett Drive, Freeport, ME 04032  
 Fryeburg: 557 Main Street, Suite A, Fryeburg, ME 04037  
 Gorham: 65 Main Street, Gorham, ME 04038  
 Naples: 621 Roosevelt Trail, Naples, ME 04055  
 Norway (Main Office): 261 Main Street, Norway, ME 04268  
 Oxford: Inside Wal-Mart, 1240 Main Street, Oxford, ME 04270  
 Portland - Congress Street: 1200 Congress Street, Portland, ME 04102

Portland - Exchange Street: 120 Exchange Street, Portland, ME 04101  
 Saco: 4 Scamman Street, Suite 32, Saco, ME 04072  
 Scarborough: U.S. Route One, Scarborough ME 04074  
 South Paris: 7 High Street, South Paris, ME 04281  
 South Paris: Oxford Hills Comprehensive High School, 250 Main Street, South Paris, ME 04281  
 South Portland: 207 Waterman Drive, South Portland, ME 04106  
 Standish: 88 Ossipee Trail East, Route 25, Standish, ME 04084  
 Topsham: 47 Topsham Fair Mall Road, Route 196, Topsham, ME 04086  
 Windham: 10 Franklin Drive, Windham, ME 04062  
 Yarmouth: 688 US Route 1, Yarmouth, ME 04096



**Disclosure Notice to Applicants**  
as required by  
**The Fair Credit Reporting Act**

***Applicant: Keep this page for your records.***

Prior to extending you an offer of employment, Norway Savings Bank may obtain a credit report, a consumer report, and/or an investigative consumer report, including information with respect to your character, general reputation, and personal characteristics in connection with your application for employment. If you are hired, the bank may obtain consumer reports about you from time to time in connection with your promotion, reassignment or retention as an employee.

You have the right, within a reasonable period of time after receipt of this notice, to make a written request for the nature and scope of the investigation requested by us and a written summary of your rights under the Fair Credit Reporting Act.

Direct such requests to:

ADP  
301 Remington Street  
Fort Collins, CO 80524

800.367.5933

