

## APPLICATION FOR EMPLOYMENT

*Northfield Savings Bank (NSB) is an equal opportunity employer and does not discriminate on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, disability, age, positive HIV-related blood test results, genetic information, gender identity or expression, veteran or military status, crime victim status, or any other factor or characteristic protected by law.*

**Please clearly print all information. Applications must be completed in full, even if attaching a resume.**

Items marked with an \* are required fields.

### PERSONAL INFORMATION

\*Last Name \_\_\_\_\_ \*First Name \_\_\_\_\_ \*Middle Initial \_\_\_\_\_ Date \_\_\_\_\_

\*Current Mailing Address \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_ \*Zip \_\_\_\_\_

\*Primary Telephone Number \_\_\_\_\_ \*Email Address \_\_\_\_\_

<p><b>*Preferred Employment:</b></p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Temporary</p>	<p><b>*Positions Preferred:</b></p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p>	<p><b>*Availability:</b></p> <p>Monday – Friday</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Occasional Overtime?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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\*Where did you learn about the position? \_\_\_\_\_

\*Date available to begin work: \_\_\_\_\_ Salary Range Expected: \$ \_\_\_\_\_

\*Are you at least 18 years old?  Yes  No      \*Are you related to a current NSB employee?  Yes  No

If yes, please tell us who: \_\_\_\_\_

\*Are you legally authorized to work in the United States?  Yes  No

*(Verification will be required consistent with federal law, upon employment.)*

### EDUCATION

	Name of School	Location	Years Completed	Major & Degree
High School				
College				
Professional School & Certificates				

List any academic-related honors or awards received: \_\_\_\_\_

List any work-related honors or awards received, or professional trade, business, or civil activities and offices held: \_\_\_\_\_

Summarize special skills: \_\_\_\_\_

EMPLOYMENT

CURRENT EMPLOYER

NOT CURRENTLY EMPLOYED

\*Name

\*Address

\*Job Title

\*Dates of Employment

\*Job Responsibilities

\*Reason For Considering Leaving

\*Supervisor Name

\*Supervisor Contact Information

\*NSB may contact this supervisor/employer:  Yes  No

PREVIOUS EMPLOYER

NOT APPLICABLE

Name

Address

Job Title

Dates of Employment

Job Responsibilities

Reason For Leaving

Supervisor Name

Supervisor Contact Information

NSB may contact this supervisor/employer:  Yes  No

PREVIOUS EMPLOYER

NOT APPLICABLE

Name

Address

Job Title

Dates of Employment

Job Responsibilities

Reason For Leaving

Supervisor Name

Supervisor Contact Information

NSB may contact this supervisor/employer:  Yes  No

REFERENCES			
	Name	Company & Title	Phone Number
Supervisor Reference			
Supervisor Reference			
Personal Reference			
Personal Reference			

**NOTIFICATION AND AGREEMENT – PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that all of my answers 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) may result in denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize NSB to investigate all statements and information provided in this application (unless I have indicated on this application that NSB may not contact a particular supervisor/employer). I release NSB from all liability that might result from investigating and, I authorize former employers, and listed supervisors and references, to supply information to NSB during the investigation.

I understand that a post offer, pre-employment background and credit check will be required of the successful candidate.

I acknowledge that, while NSB will give my application reasonable consideration, accepting my application does not imply that NSB will offer me employment.

If hired, I understand that I will be required to abide by all of NSB’s policies. I understand that if employed, my employment is at-will; that is, just as I would be free to resign at any time, NSB reserves the right to terminate my employment at any time, for any reason or no reason at all, and with or without prior notice. I also understand that NSB and all NSB Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance, or otherwise change any or all policies, procedures, benefits, or other terms or conditions of employment. I understand further that no representative or agent of NSB has the authority to enter into any oral or written agreement with me that changes this at-will relationship or promises employment or benefits for any specified period of time, unless it is in writing in a document signed by the President/CEO or designee.

I acknowledge that I have read and understand the above statements.

\_\_\_\_\_  
\*Applicant Signature

\_\_\_\_\_  
\*Date

***If you have questions or require assistance in completing any portion of this employment application, contact NSB’s Human Resources Department at 1-800-NSB(672)-CASH(2274) or Careers@nsbvt.com.***

Revision date: 8/2023



# Northfield

SAVINGS BANK

BUILDERS | MAKERS | DOERS®

*Northfield Savings Bank, founded in 1867, is the largest local bank in Vermont, and we are committed to providing a welcoming work environment for all.*



**LEARN MORE AT  
NSBVT.COM/CAREERS**

PO BOX 7180, BARRE, VT 05641

1021 PAINE TURNPIKE NORTH, BERLIN, VT 05602

(800) 672-2274

(800) NSB-CASH

NSBVT.COM



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