



EMPLOYMENT APPLICATION (page 1 of 5)

All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin, ancestry, age, physical or mental disability, sex, sexual orientation, marital status, veteran status, liability for service in the Armed Forces of the United States, citizenship, predisposing genetic characteristics or other personal characteristic protected by applicable Federal, State, or local laws. E.O.E. M/F/D/V

PERSONAL INFORMATION

Name _____
First Middle Initial Last

Present Address _____
Street City State Zip Code

Home Phone () _____ Mobile Telephone () _____
Area Code Number Area Code Number

Social Security Number ____/____/____ Email Address _____

If you are under 18 years of age, do you have a work permit? Yes____ No____

Are you either a U.S. Citizen or an alien who has the legal right to remain and work in the U.S.? (You will be required to furnish proof of lawful work status if you are extended a job offer.) Yes____ No____

Are you fully able to perform the essential functions of the job(s) for which you have applied, with or without a reasonable accommodation? Yes____ No____

If no, please describe any tasks which you are not able to perform with or without a reasonable accommodation.

Are you prohibited from or limited in your performance of any job duties for our Bank by a contract of any kind that you signed? Yes____ No____ (If yes, please provide a copy of the agreement to us.)

Are you a relative of a Sawyer Savings Bank employee or bank Trustee? Yes____ No____

If yes, please indicate the name of the employee or Trustee and relationship:

Name of relative: _____ Relationship: _____

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Other names, if any, under which previous employment may be verified: _____

Were you referred to us by an employee? Yes _____ No _____ If yes, please indicate the name of the employee. Name: _____ If no, please indicate how you learned of the available position: _____

Have you ever been convicted of a crime? Yes _____ No _____
A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation. Of particular importance are crimes involving dishonesty or breach of trust (including, but not limited to robbery, embezzlement, forgery, etc.).

Date of Conviction: _____ Circumstances of Conviction: _____

EMPLOYMENT DESIRED

Position(s) applied for: _____

Scheduled desired: () Full Time () Part-Time () Fill-in

Are there any hours or days you cannot or will not work? No _____ Yes _____ (please explain) _____

Salary Desired: _____ Date available to start: _____
 (must be completed) Month Day Year

Have you ever worked for Sawyer Savings Bank before? Yes _____ No _____
 When _____ Supervisor _____
 Reason for Leaving _____

EDUCATION		Major Course/ Subject	Circle Last Year Completed	Degree
School	City/State		1 2 3 4	
_____	_____	_____	1 2 3 4	_____
High School/Prep			1 2 3 4	
School			1 2 3 4	
College			1 2 3 4	
Graduate Work			1 2 3 4	

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If you did not graduate, why did you leave school? _____

Are you planning further studies? _____ Yes _____ No
If yes, where and what courses? _____

EMPLOYMENT RECORD (Present and Former Employers)

List below your work experience (starting with your present or most recent employer) for the last five (5) years or your last three (3) employers, whichever will provide us with the greatest information about you. You may include self-employment, summer and part-time jobs, and verified volunteer work. Please attach an additional sheet if necessary and please account for all periods of unemployment in this section.

Most Current Employer:

Company: _____	Dates Employed: _____
Street: _____	_____
City/State/Zip: _____	Phone: _____
Supervisor: _____	Reason for Leaving: _____
Position & Duties: _____	_____

May we contact your present employer? Yes _____ No _____

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

Previous Employers:

Company: _____	Dates Employed: _____
Street: _____	_____
City/State/Zip: _____	Phone: _____
Supervisor: _____	Reason for Leaving: _____
Position & Duties: _____	_____

Company: _____	Dates Employed: _____
Street: _____	_____
City/State/Zip: _____	Phone: _____
Supervisor: _____	Reason for Leaving: _____
Position & Duties: _____	_____

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Company: _____
Street: _____
City/State/Zip: _____
Supervisor: _____
Position & Duties: _____

Dates Employed: _____

Phone: _____
Reason for Leaving: _____

Company: _____
Street: _____
City/State/Zip: _____
Supervisor: _____
Position & Duties: _____

Dates Employed: _____

Phone: _____
Reason for Leaving: _____

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

- | | | | |
|----|-------|---------|------------------|
| 1. | _____ | _____ | _____ |
| | Name | Address | Telephone Number |
| 2. | _____ | _____ | _____ |
| | Name | Address | Telephone Number |
| 3. | _____ | _____ | _____ |
| | Name | Address | Telephone Number |

OTHER

Please feel free to provide any additional information, skills, attributes, etc. that you feel may be relevant to the position for which you are applying.

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APPLICANT'S STATEMENT

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete and understand that the omission and/or misrepresentation of any fact from this application or during any interview will be cause for immediate dismissal. I hereby authorize the Bank to obtain reference information about me and release all persons from liability for doing so.

In the event of my employment by the Bank, I agree to abide by all of the Bank Rules and Regulations and understand that, if hired, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either the Bank or me. I further understand that no representation, whether oral, or written, by any representative or agent of the Bank, at any time, can constitute a contract of employment. I understand that the Bank and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the Bank, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by Douglas Sturges, President or his authorized designee and me, or to make any agreement contrary to the foregoing. The application will remain active for six (6) months. Following that six-month period, you must submit a new application and/or resume to be considered for open positions.

I also understand that as a part of Sawyer Savings Bank's employment procedures, all job applicants receiving an offer of employment are required to undergo a pre-employment background check. I am aware that I will be provided with a copy of New York Correction Law Article 23-A at the time that I sign the consent form for such a background check to be completed on me. Should I wish to receive a copy of Article 23-A prior to this time, I may request one in writing and such copy will be provided to me.

Date

Applicant's Signature