

All applications must be signed and delivered to Union Bank. Applications that are submitted electronically or otherwise without a signature will not be accepted.

## Instructions

Read the section below carefully before completing this application. Please print and answer all questions completely and accurately. A resume may be attached, but does not substitute for the completion of this application. Also:

- If section does not apply, enter N/A
- Note the conditions of employment on page 4
- Note the requirement for proof of citizenship on page 1

## Personal and General Information

Date	
Name	Social Security Number
Current Address	How Long?
City, State, Zip	
Home Phone Number	Work Phone Number
Cell Phone Number	
E-Mail Address	
Previous Address	How Long?
City, State, Zip	
For the purpose of verifying prior employment and educational background, please indicate if you worked or attended school under any other name:	
Referral Source:	If yes, give name:
<input type="checkbox"/> Advertisement	Where did you see our ad?
<input type="checkbox"/> Current or Former Employee	Name:
<input type="checkbox"/> School Referral	School Name:
<input type="checkbox"/> Employment Agency	Agency Name:
<input type="checkbox"/> Walk In	
<input type="checkbox"/> Other	Please describe:
Does your present employer know of your plans to change employment?	May we contact your present employer?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you previously applied for employment or been employed with Union Bank?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, previous job title:	
Supervisor:	Department:
Dates previously Employed or Applied:	
Are you related to any employees of Union Bank?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name / Relation	

Union Bank is an equal opportunity employer and does not discriminate in hiring or employment on the basis of age, color, handicap, marital status, national origin, race, religion, sex, sexual orientation, veteran status or other protected characteristic.

Due to passage of the Immigration Reform and Control Act of 1986, all new employees are required to provide proof of identity and employment eligibility within 72 hours from date of hire. Common and acceptable forms of identity and employment eligibility include: passports, valid driver's licenses, social security cards, voter registration cards and birth certificates issued by state, county or municipal authority bearing a seal or other certification.

## Position Requirements

Desired Position(s): \_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

Desired

Status:  Full-Time  Part-Time  Temporary

Will travel if required or requested?

Yes  No

Will work weekends if required or requested?

Yes  No

Will work over-time if required or requested?

Yes  No

Will work varying shifts if required or requested?

Yes  No

## Educational Background

Name and Location of School	GPA	Number of Years Attended			
High School			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, enter number of years completed:	
College/University			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, enter number of hours completed:	Major/Minor
College/University			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, enter number of hours completed:	Major/Minor
Technical School			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course:	Certificate
Graduate School			Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Field of Study	Master Doctorate

Professional Courses Completed

## Skills and Qualifications

<b>Computer Skills</b>	<b>Yes</b>	<b>No</b>	<b>Please describe experience</b>
Personal Computer:	<input type="checkbox"/>	<input type="checkbox"/>	
Applications (MS Word, Excel, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Skills</b>	<b>Yes</b>	<b>No</b>	<b>Please describe experience</b>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	
Cash Handling	<input type="checkbox"/>	<input type="checkbox"/>	
Math / Accounting	<input type="checkbox"/>	<input type="checkbox"/>	
Others			

**Employment Record**

Starting with the most recent employer, list all prior work experience for the last ten years. You may attach extra pages if necessary.

Include any U.S. Military or National Guard Service.

Company Name	Phone #	Position	From	To
Address		Supervisor	Final Salary	
Reason(s) for Leaving:			<input type="checkbox"/> Currently Employed <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	

Duties Performed:

Company Name	Phone #	Position	From	To
Address		Supervisor	Final Salary	
Reason(s) for Leaving:			<input type="checkbox"/> Currently Employed <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	

Duties Performed:

Company Name	Phone #	Position	From	To
Address		Supervisor	Final Salary	
Reason(s) for Leaving:			<input type="checkbox"/> Currently Employed <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated	

Duties Performed:

Please explain any gaps in employment of more than three months:

**References**

Provide the names and contact information for three non-related individuals who are willing and able to provide a reference regarding your qualifications for the position for which you are applying.

Name:	Name:	Name:
Address:	Address:	Address:
Phone Number:	Phone Number:	Phone Number:
E-Mail Address:	E-Mail Address:	E-Mail Address:
Relationship:	Relationship:	Relationship:

## General Information

Please answer all questions listed below

Have you ever been convicted in any court, whether civilian or military of a violation of the law, excluding minor traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide:	Has a court of law ever withheld adjudication for a crime for which you were charged? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide:
Offense:	Offense:
Date:	Date:
City and State:	City and State:
Disposition of Case:	Disposition of Case:
Court Location:	Court Location:
Any Rehabilitation:	Any Rehabilitation:
Are you awaiting trial for a violation of the law, excluding minor traffic offenses? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide:	Note: Conviction of a crime and/or court's adjudication of guilt being withheld and/or the fact that you are awaiting trial will not necessarily bar you from employment.
Charge:	
Date Charged:	
Trial Date:	
Court Name and Location:	

## Conditions of Employment

I certify that each of the answers given in this application is complete and true to the best of my knowledge and I understand that any misrepresentation or omission may preclude an employment offer or may result in termination of employment. I understand that as part of the Union Bank selection process I may be requested to complete pre-employment written or computer skills testing to be considered for the position. I authorize Union Bank to investigate all statements made in the application process and understand that consideration for employment is contingent on the completion of satisfactory background investigation. Nothing in this application is intended to create a contract between Union Bank and me. If hired, I understand and agree that my employment, and the terms and conditions of my employment, may be terminated or changed by Union Bank at any time with or without notice.

---

 Applicant's Signature

---

 Date

Both applicants and employees are considered and treated without regard to race, color, creed, sex, national origin, ancestry, age, veteran status, disability, or any other legally protected status.

In an effort to ensure Equal Employment Opportunity (EEO), we ask that you respond to the questions below. Please print legibly using black ink or type. We appreciate your cooperation.

This data will be kept strictly confidential and totally separate from your Employment Application. Therefore, it will not influence the employment decision. **YOUR COOPERATION IS VOLUNTARY.** For questions about this form contact our Human Resources Department at (802)888-6600 or [hr@unionbankvt.com](mailto:hr@unionbankvt.com).

## Voluntary Survey

Name:	Date:
Position Applied For:	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female

How were you referred to Union Bank (check one)?

- Agency   
  Direct Contact   
  Advertisement   
  School   
  Union Bank Employee  
 Other \_\_\_\_\_

Name of Referral source above:

## Race (please check all that apply)

- Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  
 White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.  
 Black or African American: a person having origins in any of the black racial groups of Africa.  
 Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  
 Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  
 American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.  
 Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.

## Veteran Status (please check all that apply)

- Qualified Disabled Veteran – 1) a person entitled to disability compensation under laws administered by the Veteran Administration for disability rated at 30% or more, or 2) a person whose discharge from active duty was for a disability incurred or aggravated in the line of duty, and 3) is capable (qualified) of performing a particular job with reasonable accommodation to his/her disability.  
 'Other Protected Veteran' means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized. The information required to make this determination is available at <http://www.opm.gov/staffingportal/vgmedal2.asp>  
 'Armed Forces Service Medal Veteran' means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209) at <http://www.opm.gov/staffingportal/vgmedal2.asp>  
 Recently Separated Veteran – Veterans whose discharge date from active duty in the US military occurred in the past 12 months.