

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"/> Website	Site name:
<input type="checkbox"/> Advertisement	Where did you see our ad?
<input type="checkbox"/> Current or Former Employee	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 / Relationship	

Union Bank is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, creed, color, religion, gender, sexual orientation, national origin, date of birth, disability, veteran status, gender identity or other protected characteristic.

All new employees of Union Bank 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 but are not limited to: U.S. passports, valid state issued 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 Locations:

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 credit hours earned:	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

Computer Skills	Yes	No	Please describe experience
Personal Computer:	<input type="checkbox"/>	<input type="checkbox"/>	
Applications (MS Word, Excel, etc.):	<input type="checkbox"/>	<input type="checkbox"/>	
Other Skills	Yes	No	Please describe experience
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 prior work experience for your last three positions.

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 in a work related environment 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 the following question:

<p>Have you ever been convicted in any court, whether civilian or military of a violation of the law involving dishonesty or breach of trust as defined under Article 19 of the Federal Deposit Insurance Act?*</p> <p style="text-align: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="text-align: right;">If yes, please provide:</p>	<p>Note: Conviction of a crime and/or court's adjudication of guilt being withheld involving dishonesty or breach of trust will not necessarily bar you from employment.</p>
Offense:	
Date:	
City and State:	
Disposition of Case:	
Court Location:	
Any Rehabilitation:	

*Section 19 of the Federal Deposit Insurance Act (12 U.S.C. 1829) prohibits, without the prior written consent of the Federal Deposit Insurance Corporation (FDIC), a person convicted of any criminal offense involving dishonesty or breach of trust or money laundering (covered offenses), or who has agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense, from becoming or continuing as an institution-affiliated party, owning or controlling, directly or indirectly an insured depository institution (insured institution), or otherwise participating, directly or indirectly, in the conduct of the affairs of the insured institution.

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 careers@unionbankvt.com.

Voluntary Survey

Name:	Date:
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Position Applied For:	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female
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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 (not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (not Hispanic or Latino): a person having origins in any of the black racial groups of Africa.
- Asian (not Hispanic or Latino): 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 (not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaska Native (not Hispanic or Latino): 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 (not Hispanic or Latino): 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.
- '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).
- Recently Separated Veteran – Veterans whose discharge date from active duty in the US military occurred in the past 12 months.