

Mechanics Cooperative Bank is an Equal Employment Opportunity Employer and does not discriminate in hiring or employment based on race, color, religion, creed, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, age, disability, military or veteran's status or any other category protected by federal or state law. No question on this application is intended to secure information to be used for such discrimination. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

GENERAL INFORMATION										
Position(s) Applied For:*										
Name:*										
Address:*										
City:*					State:*		Zip Code:*			
Primary Phone:*				Mobile/Other:*						
Email Address:*										
If you are under 18, and it is required, can you furnish a work permit?*					Not Required:			Yes:		No:
If no, please explain:										
Have you been employed here before?*					Yes:			No:		
If yes, give dates and positions:										
Are you legally authorized to work in the US? (Proof of identity and legal authorization to work is required before employment)*					Yes:			No:		
Date available for work:*										
Many of our offices are open six (6) days per week between 7am and 6pm. Are there times or days you are not available to work?*					Yes:			No:		
If yes, please provide details:										
We have offices throughout Southcoast, MA. Are you able to travel to different locations if required?					Yes:			No:		
If no, please explain:										
What is your desired salary range?										
Type of employment desired?		Full Time:		Part Time:		Temporary:		Seasonal:		

\*Required Field

Have you ever been convicted of a felony or misdemeanor (other than as stated below)? You may answer "No" if your criminal record consists only of one or more of the following: (a) a sealed record on file with the Commissioner of Probation; (b) a case of delinquency or as a child in need of services which did not result in a complaint transferred to the courts for criminal prosecution; (c) your crime(s) were misdemeanors and they occurred five or more years ago; or (d) your misdemeanor(s) were limited to a first offense for drunkenness, simple assault, speeding, minor traffic offense, disturbance of the peace or affray.

Yes:		No:	
If yes, please provide the following details: Date, location (City and State), nature of offense and disposition. <i>Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.</i>			
Driver's license number (if driving is an essential job function):			State: <input style="width: 50px;" type="text"/>

### EMPLOYMENT HISTORY:

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From:		To:	
Employer:		Phone:	
Starting Job Title/Final Job Title:			
Address:			
City:		State:	Zip Code:
Immediate Supervisor & Title:		Reason for Leaving:	
May we contact for reference?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	
Starting Hourly Rate/Salary:		Final Hourly Rate/Salary:	
Summarize the job responsibilities:			
From:		To:	
Employer:		Phone:	
Starting Job Title/Final Job Title:			
Address:			
City:		State:	Zip Code:

Immediate Supervisor & Title:		Reason for Leaving:	
May we contact for reference?	Yes:	No:	
Starting Hourly Rate/Salary:	Final Hourly Rate/Salary:		
Summarize the job responsibilities:			
From:	To:		
Employer:	Phone:		
Starting Job Title/Final Job Title:			
Address:			
City:	State:	Zip Code:	
Immediate Supervisor & Title:		Reason for Leaving:	
May we contact for reference?	Yes:	No:	
Starting Hourly Rate/Salary:	Final Hourly Rate/Salary:		
Summarize the job responsibilities:			
From:	To:		
Employer:	Phone:		
Starting Job Title/Final Job Title:			
Address:			
City:	State:	Zip Code:	
Immediate Supervisor & Title:		Reason for Leaving:	
May we contact for reference?	Yes:	No:	
Starting Hourly Rate/Salary:	Final Hourly Rate/Salary:		
Summarize the job responsibilities:			

**SKILLS & QUALIFICATIONS:**

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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**EDUCATIONAL BACKGROUND**

High School:		Years Completed:	
Graduate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Course of Study? <input type="text"/>
College:		Years Completed:	
Graduate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Course of Study? <input type="text"/>
Other:		Years Completed:	
Graduate?	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Course of Study? <input type="text"/>

**REFERENCES**

Name:		Years Known:	
Phone:		Relationship to you:	
Name:		Years Known:	
Phone:		Relationship to you:	
Name:		Years Known:	
Phone:		Relationship to you:	

**VOLUNTARY SELF-IDENTIFICATION INFORMATION**

Completion of this information is voluntary and is not a requirement. This information will in no way affect the decision regarding your application. This information will be kept confidential. If you choose not to complete this section then please select "I DECLINE TO SELF IDENTIFY"

Please refer to the following attached documents regarding Equal Employment Opportunity:  
 EEO is the Law Poster, EEO is the Law Supplement, Pay Transparency Policy Statement

Choose a Gender:	Male:		Female:		I Decline to Self-Identify:	
Ethnicity/Race:	Hispanic or Latino:		Black or African American:		Native Hawaiian or Other Pacific Islander:	
	Asian:		Two (2) or More Races		I Decline to Self-Identify:	
	White:		American Indian or Alaskan Native:			

**PROTECTED VETERAN STATUS**

If this employer is not a federal contractor or subcontractor, they are not required to report on applicant Protected Veteran Status.

**Why are we asking?** If this employer is a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAAA), it is required to take affirmative action to employ and advance in employment: (1) Disabled veterans; (2) Recently separated veterans; (3) Active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans.

**How will this information be used?** If this employer is a government contractor subject to VEVRAA, this information will be used to measure the effectiveness of its outreach and positive recruitment efforts it undertakes pursuant to VEVRAA. This information is being requested on a voluntary basis and will be kept confidential as required by law. Refusal to provide the requested information will not subject you to any adverse treatment. If provided, this information will not be used in a manner inconsistent with VEVRAA.

**What is a Protected Veteran?** Disabled Veteran: (a) A veteran of the U.S. military, ground, naval, or air service entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (b) A person discharged or released from active duty because of a service-connected disability.

**Recently Separated Veteran:** Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

**Active Duty Wartime or Campaign Badge Veteran:** 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 under the laws administered by the Department of Defense.

**Armed Forces Service Medal Veteran:** 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.

Protected Veteran Status:	I identify as one or more of the classifications of protected veterans:		I am not a protected veteran:		I Decline to Self-Identify:	
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**SECTION 503 DISABILITY STATUS**

Please refer to the following attached documents regarding Section 503 Disability Status:  
 Invitation to Self-Identify with a Disability

I have read the attached invitation to self-identify as an individual with a disability:

YES:

Please answer the following:

Yes, I have a disability (or previously had a disability)

No, I do not have a disability

I Decline to Self-Identify:

**APPLICANT STATEMENT**

It is unlawful to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to conduct any background investigation or to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application will remain on file for future consideration for a period of thirty (30) days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract to be interviewed, to be offered employment, for any particular pay or term or condition of employment, or for employment for any set period of time. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by a member of Senior Management.

I also understand that if I am offered a position, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard before I will be allowed to commence employment.

By submitting this application, I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

Applicant Signature:

Date:

**PAY TRANSPARENCY NONDISCRIMINATION PROVISION**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# “EEO is the Law” Poster Supplement

## Employers Holding Federal Contracts or Subcontracts Section Revisions

*The Executive Order 11246 section is revised as follows:*

### **RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **PAY SECRECY**

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

*The Individuals with Disabilities section is revised as follows:*

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

*The Vietnam Era, Special Disabled Veterans section is revised as follows:*

### **PROTECTED VETERANS**

The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

*Mandatory Supplement to EEOC P/E-1(Revised 11/09) “EEO is the Law” Poster.*

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | [www.dol.gov](http://www.dol.gov).

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.