

# Application for Employment

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Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also it is unlawful in Massachusetts 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 liability.

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(PLEASE PRINT)

Date of Application \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_

Referral Source:  Advertisement  Friend/Relative  Agency  Internet

Other \_\_\_\_\_

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Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Social Security No. \_\_\_\_\_

Are you under 18?  Yes  No

If employed and you are under 18, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No If yes, when \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, when \_\_\_\_\_

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

(Proof of authorization to work and of your identity will be required upon employment)

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On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part-Time  Temporary  Overtime

Are you on a lay-off and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

# Employment Experience

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Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex sexual orientation, marital status, national origin, age disability, a status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

Employer	Dates Employed: From / To	Work Performed:
Address		
Job Title	Hourly Rate / Salary:	
Supervisor		
Reason for Leaving		
Employer	Dates Employed: From / To	Work Performed:
Address		
Job Title	Hourly Rate / Salary:	
Supervisor		
Reason for Leaving		
Employer	Dates Employed: From / To	Work Performed:
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Job Title	Hourly Rate / Salary:	
Supervisor		
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications:**

Summarize special skills and qualifications acquired from employment or other

experience\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education**

	Elementary	High School	College/University	Graduate/Professional
Name of School				
Years Completed (Please Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized training, apprenticeship, skills, and extra-curricular activities				

Honors Received:

\_\_\_\_\_

\_\_\_\_\_

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It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company.

AGREEMENT: I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant

Date

## Sealed Record Notice

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Within the past five years, have you been convicted of a misdemeanor? (Applicants may answer "no" with respect to a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace).  Yes  No

If yes, please explain:

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Have you ever been convicted of a felony?  Yes  No

If yes, please explain:

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<b>COMPLETE THIS SECTION ONLY IF CHECKED <input type="checkbox"/></b>			
Indicate what languages (including English) you speak, read, and/or write.			
	Fluently	Good	Fair
Speak			
Read			
Write			

### References

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

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