



## APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

**Position(s) Applied For:** \_\_\_\_\_

**Referral Source:**  Advertisement  Friend  Relative  Walk-In  Employment Agency  Other

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Middle name:** \_\_\_\_\_

**Address** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**If employed and you are under 18, you understand employment cannot begin until you supply us with a work permit?**  Yes  No

**Have you filed an application here before?**  Yes  No If Yes, give date: \_\_\_\_\_

**Have you ever been employed here before?**  Yes  No If Yes, give date: \_\_\_\_\_

**Are you employed now?**  Yes  No

**May we contact your present employer?**  Yes  No

**Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status may be required upon employment.)**  Yes  No

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

**Are you available to work:**  Full Time  Part-Time - AM  Part-Time-PM  Temporary/Summer

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

**Can you travel if a job requires it?**  Yes  No

**Have you been convicted of a felony within the last 7 years?**  Yes  No

If Yes, Please explain \_\_\_\_\_

**Indicate what foreign languages you speak, read, and/or write.** \_\_\_\_\_

**Veteran of the U.S. military service?**  Yes  No

If Yes, Branch \_\_\_\_\_

**List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.)** \_\_\_\_\_

**Give name, address and telephone number of three references who are not related to you and are not previous employers.** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

Elementary \_\_\_\_\_

High School \_\_\_\_\_

College / University \_\_\_\_\_

Graduate / Professional - School Name \_\_\_\_\_

Years Completed: High School: \_\_\_\_\_ College: \_\_\_\_\_ Graduate: \_\_\_\_\_

Diploma/Degree(s) \_\_\_\_\_

Describe Course(s) of Study: \_\_\_\_\_

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities \_\_\_\_\_

Honors Received: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

### 1. Employer \_\_\_\_\_

Dates Employed - From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Hourly Rate/Salary - Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### 2. Employer \_\_\_\_\_

Dates Employed - From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Hourly Rate/Salary - Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

### 3. Employer \_\_\_\_\_

Dates Employed - From: \_\_\_\_\_ To: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_

Supervisor \_\_\_\_\_

Hourly Rate/Salary - Starting: \_\_\_\_\_ Final: \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

## AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment and that no verbal promises regarding employment are binding on the employer and that I am employed at will and may be terminated at any time. I understand that the employer has the right to change conditions of employment, job responsibilities and benefits at its discretion. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company. 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.

**Click here to accept Terms of Agreement**

## REFERENCE CHECK REQUEST - Please read the statement in the box below and then sign in the space provided.

I have applied to for employment and I desire that they be fully advised of my record with former employers. I, therefore, respectfully request that you furnish the necessary information concerning my employment with your organization, and I hereby release you from any and all liability of damages for providing the information requested.

**Click here to Authorize Request**

## IN CASE OF EMERGENCY PLEASE CONTACT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_