

Application for employment

An equal opportunity employer

ALL QUESTIONS MUST BE ANSWERED FULLY

(please print)				DATE OF BIRTH	
Name: (last) (middle initial) (first)				SOCIAL SECURITY NUMBER	
Address (no & street) city state zip code				TELEPHONE NUMBER () -	

Referral source ☐ Advertisement ☐ Walk in ☐ Friend ☐ Relative ☐ Employee (name) _____

If employed and you are under 18, can you provide an employment certificate or an educational certificate? ☐ Yes ☐ No

Can you, upon employment, submit verification of your right to work in the United States? ☐ Yes ☐ No
Verification will be required upon employment.

Position Desired _____ Date Available _____

Have you ever applied to this company before? ☐ Yes ☐ No if so Where? _____ When? _____

*During the past 10 years have you been convicted of a felony? ☐ Yes ☐ No IF YES, DESCRIBE IN FULL
You may exclude misdemeanors and traffic
Violations, juvenile offenses for which you were not found guilty,
and any cases which have been sealed

* A conviction will not necessarily bar you from employment

EDUCATION	Name and location of school	circle last year completed	Did you graduate?	Subjects studied & degree(s)
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

What type of work are you applying for ? ☐ Full Time ☐ Part Time ☐ Summer ☐ Temporary

If required, would you be able to work Days ☐ Yes ☐ No Overtime ☐ Yes ☐ No
Nights ☐ Yes ☐ No Holidays ☐ Yes ☐ No
Weekends ☐ Yes ☐ No Flex sched ☐ Yes ☐ No

AVAILABILITY
State all hours you will be willing to work in chart below

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
FROM							
TO							
TOTAL HOURS							

Total Hours Available

Additional Comments On Availability : _____

(continue on other side)

EMPLOYMENT EXPEIANCE: Please list your employment history for the past 10 years (or last 4 employers.) start with your present or last job Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, natural origin, handicap or other protected status.

1	Last / current employer	Telephone (required)	Dates employed		Duties and Responsibilities
	Address		From	To	
	Job title				
	Supervisors name and title		Hourly rate / salary		
			Beginning	Final	
	Reason for leaving				
2	Previous employer		Dates employed		Duties and Responsibilities
	Address		From	to	
	Job title				
	Supervisors name and title		Hourly rate / salary		
			Beginning	final	
	Reason for leaving				
3	Previous employer	Telephone (required)	Dates employed		Duties and Responsibilities
	Address		From	To	
	Job title				
	Supervisors name and title		Hourly rate / salary		
			Beginning	Final	
	Reason for leavind				
4	Previous employer	Telephone (required)	Dates employed		Duties and Responsibilities
	Address		From	To	
	Job title				
	Supervisors name and title		Hourly rate / salary		
			Beginning	Final	
	Reason for leaving				

Special Skills and Qualifications: Summarize special job related training, skills and qualifications from employment or other experience.

In case of Emergency Notify: _____ ()-			
Name		Address	Phone number
1. I hereby affirm that I have read the instructions and the foregoing questions and that my answers to them are true and correct and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. Any misstatement in this application is cause for immediate dismissal.			
2. This application will be given every consideration, but its receipt, however, does not imply that the applicant will be employed. All applicants accepted for employment are placed on <u>a temporary basis subject to a three month orientation period</u> . And if in our judgement, it is found during this period that the employee is not adaptable to the work, the engagement may be terminated without any other reason. Further, employment is for no specific period, and may be terminated.			
3. I hereby give authorization that you may contact my personal, educational and business references and further it is my understanding that employment is subject to acceptable replies from these references.			
4. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this Law shall be subject to criminal penalties and civil liability.			
Date _____		Signed _____	
We appreciate your interest and the time you have taken to complete this application			
DO NOT WRITE BELOW THIS LINE			
Hired <input type="checkbox"/> Yes <input type="checkbox"/> No	Position	Reference: Done <input type="checkbox"/> Yes <input type="checkbox"/> No	
Hourly rate	date reporting to work	managers signature	Full time <input type="checkbox"/> Part time <input type="checkbox"/>