



Application for Employment

DATE: _____

LAST NAME	FIRST NAME	MIDDLE	TELEPHONE #
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ADDRESS	CITY	STATE	ZIP CODE
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E-MAIL ADDRESS	MOBILE/BEEPER/OTHER PHONE#
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IF NECESSARY, BEST TIME TO CALL YOU AT HOME IS: _____ AM/PM

MAY WE CONTACT YOU AT WORK? YES/NO

IF YES, WORK NUMBER AND BEST TIME TO CALL: () _____ AM/PM

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK?

YES _____ NO _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? YES/NO

DATE AVAILABLE FOR WORK: _____

POSITION DESIRED: 1ST CHOICE: _____ 2ND CHOICE: _____

TYPE OF EMPLOYMENT DESIRED: FULL-TIME ____ PART-TIME ____ TEMPORARY ____ SEASONAL ____

WILL YOU WORK OVERTIME IF REQUIRED? YES ____ No ____

IF NO, PLEASE EXPLAIN: _____

WHAT ARE YOUR SALARY REQUIREMENTS? _____

WHAT ARE YOUR CAREER GOALS? _____

HAVE YOU EVER BEEN EMPLOYED OR MADE APPLICATION TO THIS AGENCY? YES ____ NO ____

IF SO, INDICATE WHERE AND WHEN: _____

EMPLOYMENT HISTORY

PLEASE LIST ALL EMPLOYMENT STARTING WITH YOUR PRESENT OR MOST RECENT POSITION, INCLUDING PART-TIME OR SUMMER JOBS IF THEY ARE PART OF YOUR RECENT EXPERIENCE.

<u>EMPLOYER</u>		<u>ADDRESS (CITY, STATE)</u>	<u>FROM (MO./YR.) TO (MO./YR.)</u>
<u>NAME OF SUPERVISOR</u> <u>TELEPHONE NO./ EXT.</u>		<u>TITLE</u>	____/____ TO ____/____
<u>STARTING POSITION</u> <u>PART/FULL TIME</u>		<u>LAST POSITION</u>	MAY WE CONTACT? YES _____ NO _____
DESCRIPTION OF DUTIES:		REASON FOR LEAVING:	
<u>EMPLOYER</u>		<u>ADDRESS (CITY, STATE)</u>	<u>FROM (MO./YR.) TO (MO./YR.)</u>
<u>NAME OF SUPERVISOR</u> <u>TELEPHONE NO./ EXT.</u>		<u>TITLE</u>	____/____ TO ____/____
<u>STARTING POSITION</u> <u>PART/FULL TIME</u>		<u>LAST POSITION</u>	MAY WE CONTACT? YES _____ NO _____
DESCRIPTION OF DUTIES:		REASON FOR LEAVING:	
<u>EMPLOYER</u>		<u>ADDRESS (CITY, STATE)</u>	<u>FROM (MO./YR.) TO (MO./YR.)</u>
<u>NAME OF SUPERVISOR</u> <u>TELEPHONE NO./ EXT.</u>		<u>TITLE</u>	____/____ TO ____/____
<u>STARTING POSITION</u> <u>PART/FULL TIME</u>		<u>LAST POSITION</u>	MAY WE CONTACT? YES _____ NO _____
DESCRIPTION OF DUTIES:		REASON FOR LEAVING:	

EDUCATION

<u>NAME OF SCHOOL</u>	<u>MAJOR</u>	<u>YEARS COMPLETED</u>	<u>GRADUATE?</u>	<u>DEGREE/DIPLOMA</u>	<u>GPA</u>

REFERENCES

LIST THREE PROFESSIONAL REFERENCES THAT ARE NOT RELATED TO YOU.

<u>NAME AND OCCUPATION</u>	<u>ADDRESS</u>	<u>YRS. KNOWN</u>	<u>PHONE NUMBER</u>
1.			
2.			
3.			

REFERRAL SOURCE: ADVERTISEMENT PRIVATE EMPLOYMENT AGENCY WALK-IN
 GOVERNMENT EMPLOYMENT AGENCY EMPLOYEE RELATIVE OTHER: _____

SKILLS AND QUALIFICATIONS

SUMMARIZE ANY SPECIAL 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.

LIST PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ASSOCIATIONS AND ANY OFFICES HELD:

*EXCLUDE MEMBERSHIPS THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN.RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

<u>ORGANIZATIONS</u>	<u>OFFICES HELD</u>

LIST SPECIAL ACCOMPLISHMENTS, PUBLICATIONS, AWARDS, ETC.

*EXCLUDE ANY THAT WOULD REVEAL RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, CITIZENSHIP, AGE, MENTAL OR PHYSICAL DISABILITIES, VETERAN.RESERVE NATIONAL GUARD OR ANY OTHER SIMILARLY PROTECTED STATUS.

LIST ANY ADDITIONAL INFORMATION THAT YOU BELIEVE TO BE RELEVANT TO YOUR APPLICATION:

APPLICANT STATEMENT

I CERTIFY THAT ALL INFORMATION I HAVE PROVIDED, IN THE ATTACHED RESUME AND THIS APPLICATION 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 1) CANCEL FURTHER CONSIDERATION OF THIS APPLICATION, OR 2) IMMEDIATELY DISCHARGE ME FROM THE EMPLOYER’S SERVICE, WHENEVER IT IS DISCOVERED.

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.

IF I AM HIRED, I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, UNLESS OTHERWISE SPECIFIED BY THE COLLECTIVE BARGAINING AGREEMENT, WHICH MEANS THAT I AM FREE TO RESIGN AT ANY TIME, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, EXCEPT AS MAY BE REQUIRED BY LAW. NEITHER THIS APPLICATION, THE EMPLOYEE HANDBOOK, NOR ANY OTHER DOCUMENTS GIVEN TO ME ARE TO BE CONSTRUED AS CREATING AN EXPRESS OR IMPLIED CONTRACT BETWEEN ME AND THE AGENCY.

SCES IS REQUIRED TO CONDUCT A CRIMINAL OFFENDER RECORDS INVESTIGATION (CORI) ON STAFF HIRED TO WORK DIRECTLY WITH CLIENTS AND/OR CLIENT INFORMATION. SHOULD THE CORI REPORT CONTAIN INFORMATION THAT WOULD MAKE AN EMPLOYEE INELIGIBLE, EMPLOYMENT WILL TERMINATE IMMEDIATELY. I ALSO UNDERSTAND THAT IF I AM HIRED, 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.

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 CIVIC LIABILITY.

I UNDERSTAND THAT I MAY INCLUDE ANY VERIFIABLE VOLUNTEER WORK EXPERIENCE UNDER THE EMPLOYMENT HISTORY SECTION OF THIS APPLICATION.

SEALED RECORDS: DISCLOSURE OF INFORMATION TO SUCH RECORDS. 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. ANY APPLICANT FOR EMPLOYMENT MAY ANSWER “NO RECORD” WITH RESPECT TO AN 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.

I EXPRESSLY AUTHORIZE, WITHOUT RESERVATION, THE EMPLOYER, ITS REPRESENTATIVES, EMPLOYEES OR AGENTS 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 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT STATEMENT.

SIGNATURE OF APPLICANT _____ DATE: ____/____/____