



Please print clearly

# Application for Employment

Date: \_\_\_\_\_

Please answer all questions. Resumes are not a substitute for a completed application.

**We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other category protected by applicable federal, state or local laws.**

THIS ORGANIZATION IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Position Applied For: \_\_\_\_\_ Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

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

Street, Apartment, or Unit Number City State Zip Code

How long have you lived here: \_\_\_\_/\_\_\_\_

Years Months

Desired Salary / Hourly Rate: \_\_\_\_\_ per \_\_\_\_\_

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify Hours Available \_\_\_\_\_)

Are you willing to work overtime? Yes  No  Date on which you can start work if hired: \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Do you know anyone affiliated with the Community House? Yes  No

If yes, please provide the person(s) name: \_\_\_\_\_

Please list any languages which you speak other than English: \_\_\_\_\_

Have you ever initiated an act of violence in the workplace? Yes  No

If yes, please provide the date(s) and explain so that the individual circumstances can be considered. (A "yes" answer will not necessarily disqualify you from employment.)

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

List all special technical skills that you feel qualify you for the job for which you are applying (for example, computer programming/language, software, equipment operation, special tools or machines, etc.)

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

Education	School Name and Location (Address, City, State)	Course of Study	Graduate?	# of Years Completed	Degree / Major
High School					
College					
Bus. / Trade Tech. or Post College					

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



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If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

### WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with the present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

Employer: \_\_\_\_\_

Name	Street Address	City	State	Type of Business
Telephone: _____	Dates Employed: From _____ To _____			
Job Title: _____	Duties: _____			
Supervisor's Name: _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		If no, why not? _____	
Wages: Start _____ Finish _____	Reason for leaving: _____			
What will this employer say was the reason your employment terminated? _____				
How much notice did you give when resigning? If none, explain why. _____				

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Wages: Start _____ Finish _____	Reason for leaving: _____			
What will this employer say was the reason your employment terminated? _____				
How much notice did you give when resigning? If none, explain why. _____				

Please explain fully all gaps in your employment history in excess of one month. \_\_\_\_\_

Have you ever been terminated or asked to resign from any job? Yes  No  If yes, how many times? \_\_\_\_\_

Has your employment ever been terminated by mutual agreement? Yes  No  If yes, how many times? \_\_\_\_\_

Have you ever been given the choice to resign rather than be terminated? Yes  No  If yes, how many times? \_\_\_\_\_

If you answered "yes" to any of the above three questions, please explain the circumstances of each occasion.

### REFERENCES

Please list the name of 2 work-related references we may contact. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (I.E. SUPERVISOR, CO-WORKER)	TELEPHONE



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Please list the names of a personal reference (not previous employers or relatives) who knows you well that we may contact.

NAME	OCCUPATION	ADDRESS	TELEPHONE	# OF YEARS KNOWN

### APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign confidentiality, restricted covenant, and /or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment, or if employed, disciplinary action up to and including immediate dismissal.

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**IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.**

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law,



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any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant’s parent or legal guardian. Signature by the applicant’s parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice and communicate test results to Company personnel who need to know, the applicant, and the applicant’s legal guardian.

\_\_\_\_\_  
Parent / Legal Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

UNDER MASSACHUSETTS LAW, IT IS UNLAWFUL FOR AN EMPLOYER TO REQUIRE OR TO ADMINISTER A LIE DETECTOR, POLYGRAPH, OR SIMILAR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT.

FEDERAL LAW MAY PROHIBIT THE USE OF A LIE DETECTOR, POLYGRAPH, OR SIMILAR TEST AS WELL.