APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Date_____ email address: _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Previous Address _____
Street City State Zip

Phone Number _____

Referred By _____ Are You 18 Years of Age or Older? Yes No

If Resided Out Of State Within Past Five Years, Please Provide Residence History And CORI.

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So, May We Inquire of Your Present Employer? Yes No

Ever Applied to this Agency Before? Yes No Date?: _____

EDUCATION

	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Subjects Studied and Degree(s) Received
Grammar School			Yes / No	
High School		1 2 3 4	Yes / No	
College		1 2 3 4	Yes / No	
Trade, Business or Correspondence School		1 2 3 4	Yes / No	

GENERAL

Subjects of Special Study or Research Work _____

Job Related Skills (typing, driver's license, etc.) _____

(Continued on Other Side)

FORMER EMPLOYERS

List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Contact Name & Telephone Number	Salary (Upon Leaving)	Position	Reason for Leaving
From					
To					
From					
To					
From					
To					
From					
To					

PROFESSIONAL REFERENCES

Name	Address	Telephone Number	Years Acquainted	Position
1.				
2.				
3.				

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. 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 _____

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

"It is unlawful in Massachusetts to require or administer a lie detector tests as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability."

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Agency.

I understand that any employment is conditional on a background check. I authorize the Agency to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Agency, without giving me prior notice of such disclose. In addition, I release the Agency, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Agency. No promises regarding employment, have been made to me, and I understand that no such promise or guarantee is binding upon the Agency unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Agency and as permitted by law. I contest to such examinations and tests, and I request that the examining doctor disclose to the Agency the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Agency's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Agency to hire. If hired, I agree to abide by all the Agency work rules, policies and procedures. The agency retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ Signature _____