

APPLICATION FOR EMPLOYMENT

Our company is an Equal Opportunity Employer that employs in compliance with all applicable laws. We do not discriminate because of sex, age, race, color, religious creed, marital status, national origin, ancestry, disability or handicap.

Date: _____

PERSONAL INFORMATION

Name _____
last first middle initial

Address _____
street city state zip code

Telephone _____ Social Security No. _____

If under 18 years of age, do you have a work permit? Yes No

Are you either a U.S. citizen, or an alien who has the legal right to remain and work in the U.S.? Yes No
(You will be required to furnish proof of lawful work status if you are offered a job.)

EMPLOYMENT DESIRED

Position for which you are applying: _____

Full-time Part-time Fill-in Summer

Date of availability: _____

Do you have a valid driver's license? *(Only answer this question if specifically asked to)* Yes No

Can you travel if a job requires it? Yes No

Have you ever applied for employment with this company? Yes No If yes, when? _____

Were you ever previously employed by this company? Yes No If yes, when? _____

In what position? _____

Please list any special skills you have: _____

If you served in the military service of the United States, did you receive any special training which will help you perform the job for which you are applying? Yes No

If yes, please describe: _____

EDUCATION

Highest Grade Completed *(Please circle)* 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4
Grade School High School College

Name of last school attended: _____

Vocational or trade school: _____

Course of Study: _____

REFERENCES

<u>Name and Occupation</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

FORMER EMPLOYERS

List below your work experience, starting with your present or last place of employment. You may include verifiable volunteer work experience.

<u>Date Employed</u>	<u>Name & Address of Employer</u>	<u>Name of Supervisor</u>	<u>Position & Salary</u>	<u>Reason for Leaving</u>
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	
from			start	
to			finish	

May we contact your employer at this time? Yes No

I understand that any employment will be on a _____ day introductory basis and that my employment may be terminated, with or without cause or notice, at any time, at my option or that of this company. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time or which is contrary to the foregoing without written approval of the company president. I give the company permission to contact all or any of my previous employers and references and authorize them to provide all information requested of them by this company. I authorize you to obtain, use and rely upon that information in relation to my application. I have provided truthful and complete responses to all inquiries in the application and understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed by this company, I will abide by its rules and regulations, which I understand are subject to change by the firm.

Date

Signature of Applicant

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.