

Employment Application Form

Application Date _____

Interview Date _____

General Information

Last Name _____ First Name _____ Initial _____ Social Security No. _____

Address _____ Home Telephone _____

City, State, Zip _____ Message Telephone _____

Position Applied For _____ Salary Desired _____

Date Available _____ Hours Available _____

FULLTIME PARTIME TEMPORARY PERMANENT

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations? YES NO

If hired, will you be able to work overtime?
 YES NO

Are you at least 18 years of age? YES NO

If under 18, do you have a work permit?
 YES NO

Have you ever been convicted of a crime, excluding misdemeanors and summary of fenses, which has not been annulled, expunged or sealed by court? A yes response does not automatically disqualify your application. **If yes, you must explain to be considered.** YES NO

EXPLANATION OF CONVICION OF A CRIME(S):

Education Information

School _____ Address _____ Major Studies _____ Degree, Diploma, License or Certificate (list type and date) _____

High School _____

Vocation/Business/Other _____

College/university _____

College/university _____

Graduate _____

Other Special Knowledge, Skills or Qualifications (list any construction or manufacturing equipment, office skills, technical equipment or training)

Military Service (list dates, ranks and training)

For Clerical Applicants Only:

Do you type? NO YES: _____ WORDS PER MINUTE

Computer Skills (hardware/software)

Employment History

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

Most Recent Employer Is this your current employer? NO YES May we contact this employer for references? NO YES

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

Next Most Recent Employer May we contact this employer for references? NO YES

Employed From Employed To Job Title Starting Salary Ending Salary

Employer Name Employer Address Supervisor's Name Supervisor's Phone

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Employed From	Employed To	Job Title	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Next Most Recent EmployerMay we contact this employer for references? NO YES

Employed From	Employed To	Job Title	Starting Salary	Ending Salary
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Employer Name	Employer Address	Supervisor's Name	Supervisor's Phone
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Job Duties and Responsibilities

Reason for Leaving

Other training, certifications or licenses held: _____

Other Information

Volunteer Activities (list organization, type of service, dates)

Hobbies, Interests (optional)

REFERENCE CHECK HOLD HARMLESS STATEMENT

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize all of my former employers, school officials, and other individuals to provide to the company with any and all information concerning my prior employment, educational background and records, or any other pertinent information they may have. I release all parties and persons from any and all liability for any damages that may result from furnishing such information.

I certify that the answers given on my *Employment Application Form* are true and complete to the best of my knowledge. I understand that misrepresentation of any material fact may be cause for rejection of my application or, if already hired, termination of my employment.

I authorize investigation of all statements contained on my *Employment Application Form*, resume, or furnished elsewhere, as may be necessary in arriving at an employment decision.

I also understand that, if employed, I am required to abide by all policies, procedures, and rules of the company.

Applicant Signature	Date
Applicant Name Printed	Social Security Number
Company Representative	Date

CRIMINAL BACKGROUND CHECK POLICY

The Company may conduct criminal record checks as part of the application or licensing process. This search may include appropriate court records relating to the applicant's county of residence for evidence of felony and/or misdemeanor convictions and potentially searches of the Massachusetts criminal offender record information (CORI) database, and/or other state-by-state or national criminal databases followed by verifying county searches. Where a criminal record check is part of a general background check for employment, volunteer work, or licensing purposes, the following practices and procedures will generally be followed.

1. Criminal record checks will be conducted in accordance with applicable law. Applicants or employees will be notified if a criminal record check will be conducted and will be asked to complete a Disclosure and Authorization form in accordance with the Fair Credit Reporting Act (FCRA) and/or CORI request form authorizing the Company to conduct a criminal record search. If requested, the applicant or employee will be provided with a copy of this criminal background check policy.
2. Company personnel with responsibility for reviewing CORI reports in the decision-making process will be familiar with the educational materials made available by the Department of Criminal Justice Information Services (DCJIS).
3. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant or employee. Rather, determinations of suitability based on criminal record checks will be made consistent with this policy and any applicable law or regulations.
4. If a criminal record is received, the authorized individual will closely compare the record provided with the information on the Disclosure and Authorization Form or CORI request form, and any other identifying information provided by the applicant or employee, to ensure the record relates to the applicant or employee.
5. If the Company is inclined to make an adverse decision based on the results of the criminal background check, the applicant or employee will be notified immediately. The applicant or employee will be provided with a copy of the criminal record, the Company's criminal background policy, and the FCRA Summary of Rights, and will be advised of the part(s) of the record that make the individual unsuitable for the position or license. The Company will provide the applicant or employee with an opportunity to dispute the accuracy and relevance of the criminal record.
6. Applicants or employees challenging the accuracy of a criminal record shall be provided a copy of DCJIS' Information Concerning the Process in Correcting a Criminal Record. If the criminal record provided does not exactly match the identification information provided by the applicant or employee, the Company will make a determination based on a comparison of the criminal record and documents provided by the applicant or employee. In the event that criminal record information is obtained through the CORI database, the Company may contact DCJIS and request a detailed search consistent with DCJIS policy.
7. If the Company reasonably believes the record belongs to the applicant or employee and is accurate, then the Company will determine the applicant or employee's suitability for the position or license at issue. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - The nature of the work to be performed;
 - Time since the conviction;
 - The number of offenses;
 - Whether the applicant has pending charges;
 - Any other relevant information either submitted by the candidate or requested by the hiring authority.
 - Relevance of the crime to the position sought;
 - Seriousness & specific circumstances of the offense;
 - Age of the candidate at the time of the offense;
 - Any relevant evidence of rehabilitation or lack thereof;
8. The Company will notify the applicant or employee of the decision and the basis of the decision in a timely manner.

PERSONAL REFERENCES

Name	Title	Company	Phone

CERTIFICATION AND AUTHORIZATION

The above information is true and correct.

I authorize the Company to inquire into my employment history, education school, license(s), professional credentials, criminal background, and references as needed to research my qualifications for this position, motor vehicle record check, driver's license validity, identity, address history, and perform a drug and alcohol screenings. In the event of employment, I understand that that false or misleading information given in my application or interview(s) may result in discharge.

I authorize driver's license screenings to be conducted if am required to drive for travel in a company vehicle or for travel reimbursement. These may also be conducted throughout the year for company auto insurance and corporate risk assessment. I authorize, if applicable, the Company to perform a credit check. These are performed for certain positions, especially those in management, human resources, accounting & finance, or for those that have access to sensitive information.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for the completion of Form I-9 and E-Verify.

I hereby acknowledge that I have read and agree to above statements.

Signature

Date

Employee's Original (the employee keeps this one)

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 - The number of offenses;
 - Whether the applicant has pending charges;
 - Any other relevant information either submitted by the candidate or requested by the hiring authority.
 - Relevance of the crime to the position sought;
 - Seriousness & specific circumstances of the offense;
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