

APPLICATION OF EMPLOYMENT

George Marston Whitin Memorial Community Association, Inc.
dba Whitin Community Center

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone: _____ Email: _____

Are you over 16 years of age? ☐ Yes ☐ No Sex: ☐ Male ☐ Female

I am a United States Citizen or otherwise authorized to work in the United States on an unrestricted basis: ☐ Yes ☐ No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted* of a felony? ☐ Yes ☐ No

If you answered yes, please explain: _____

*** 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. CORI and SORI checks will be performed prior to offer of employment.**

Have you ever served in the U.S. Military? ☐ Yes ☐ No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of Separation: _____

I served from: _____ to _____

Special Honors: _____

Last Name: _____ First Name: _____ Middle Initial: ____

EMPLOYMENT HISTORY

Applicant may include in his/her employment history any verified work performed on a volunteer basis.

Present or Most Recent Employer

Employer: _____ Address: _____

Your position: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your position: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your position: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? ☐ Yes ☐ No
Name Title

Reasons for Leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address _____

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

If you did not graduate, did you receive your GED? ☐ Yes ☐ No

Special honors or awards: _____

Technical or Vocational School

Name and Address _____

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Address _____

Did you graduate? ☐ Yes ☐ No Attended from _____ to _____

Degree: _____ Major: _____

Special honors or awards: _____

PERSONAL REFERENCES

Please list 3 references you have known at least 1 year that are not relatives.

Name: _____ Position: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Alternate Phone #: _____ Email: _____

Name: _____ Position: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Alternate Phone #: _____ Email: _____

Name: _____ Position: _____ Years Known: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Alternate Phone #: _____ Email: _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION

Position Specifications

Position applying for: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? ☐ Yes ☐ No

When would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer:

Languages spoken (other than English):

Other:

“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.”

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

I understand that any offer of employment is contingent upon successful completion of criminal and sex offender history background checks. I hereby give my consent to these screenings.

Furthermore, I understand that if I am hired, employment with this company is “at will”, which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date:** _____