



A Berkshire Hathaway Company

2077 Roosevelt Ave., Springfield, MA 01104

Phone: (413) 733-4540 Fax: (413) 452-5329

### Application for Employment

*Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard. Also 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.*

(PLEASE PRINT)

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

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Position (s) Applied For \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-In  Other \_\_\_\_\_

Are you under 18?  Yes  No

Have you filed an application here before?  Yes  No

If yes, give date(s): \_\_\_\_\_

Have you been employed here before?  Yes  No

If yes, give date(s): \_\_\_\_\_

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part-Time  Temporary  Over Time

Are you on a lay-off and subject to recall?  Yes  No

### EDUCATION:

|  | High School | College/Professional |
|--|-------------|----------------------|
| Name of School   |             |                      |
| Years Completed  |             |                      |
| Diploma/Degree   |             |                      |
| Describe Course of Study   |             |                      |
| Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities |             |                      |

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

**EMPLOYMENT EXPERIENCE:**

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, marital state, national origin, age, disability, a status as a veteran, Vietnam Era Veteran or being a member of the Reserves or National Guard.

|          |   |                       |
|----------|---|-----------------------|
| <b>1</b> | Employer:   | <u>Work Performed</u> |
|          | Employer address:                                 |                       |
|          | Job Title:  |                       |
|          | Dates Employed:      From                      To |                       |
|          | Supervisor:                                       |                       |
|          | Reason for Leaving:                               |                       |
| <b>2</b> | Employer:   | <u>Work Performed</u> |
|          | Employer Address:                                 |                       |
|          | Job Title:  |                       |
|          | Dates Employed:      From                      To |                       |
|          | Supervisor:                                       |                       |
|          | Reason for Leaving:                               |                       |
| <b>3</b> | Employer:   | <u>Work Performed</u> |
|          | Employer Address:                                 |                       |
|          | Job Title:  |                       |
|          | Dates Employed:      From                      To |                       |
|          | Supervisor:                                       |                       |
|          | Reason for Leaving:                               |                       |
| <b>4</b> | Employer:   | <u>Work Performed</u> |
|          | Employer address:                                 |                       |
|          | Job Title:  |                       |
|          | Dates Employed:      From                      To |                       |
|          | Supervisor:                                       |                       |
|          | Reason for Leaving:                               |                       |

*If you need additional space, please continue on back.*

**SPECIAL SKILLS AND QUALIFICATIONS:**

Summarize special skills and qualifications acquired from employment or other experience:

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**REFERENCES:**

Please list three professional references (two of which should be from a Supervisor)

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**AGREEMENT:**

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization.

I waive any action against the prospective and former employers based on statements made during the reference check.

I certify that the information on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date