



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.

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

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