

APPLICATION FOR EMPLOYMENT

Name: _____
Last First MI

Any other names under which you have worked or attended school: _____

Present Address: _____
Street City State Zip

Length of Time at Current Address: _____ Phone Number: _____

Position Desired: _____

Are you over 18 years of Age? ____ Yes ____ No How Were You Referred? _____

Date of Birth _____ Date Available to Start _____ Have you applied here before? _____

Professional/ Technical Licenses: _____
(Please provide date & state)

List any machines or equipment you can operate: _____

Military Service: Branch: _____ Rank: _____ Discharge Date: _____
Training or Type of Work Done In Military Service _____

Are you a citizen of the United States? ____ Yes ____ No

If **NO**, are you a permanent resident of the United States or otherwise authorized to work by the United States Immigration and Naturalization Services? ____ Yes ____ No
(You will be required to present your 1-151 "Green Card", 1-94 Arrival-Departure Card or other Immigration papers showing the proper work authorization.)

Have you ever been convicted of a felony? ____ Yes ____ No
If Yes, please explain: _____

Have you been convicted of a misdemeanor within the past 5 years ? ____ Yes ____ No
(Do not include traffic tickets, a first conviction for drunkenness, simple assault, or disturbance of the peace.)
If yes, please explain: _____

Are you able to work all shifts? ____ Yes ____ No (We occasionally work Saturdays)
If No, when are you **unable** to work: _____

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<u>Dates Attended</u>	<u>Name of School</u>	<u>City & State</u>
_____ to _____	High School _____	_____
_____ to _____	Trade/Tech School _____	_____
_____ to _____	College _____	_____
_____ to _____	Other Schooling _____ (Include Apprenticeship)	_____

Do you have any job-related skills or training not mentioned above? _____

Work History – Please list present or most recent job first. You may include in your work history, and any work performed on a volunteer basis.

Dates	Company Name	Job Duties	Weekly Pay	Reason For Leaving
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____
_____ to _____	_____	_____	_____	_____

In case of emergency, notify:

Name: _____ Address: _____ Phone: _____

Please Read Carefully and Sign Statement Below:

I certify that the information given above is true and complete and I understand that misrepresentation and/or withholding of information will result in the rejection of this application or my discharge if discovered after employment begins. I authorize the company to make inquires regarding my history and character of prior employers, schools, etc. And hereby release employers, schools, or individuals from all liability in responding to inquires in connection with my application and release the Company from all liability with respect to such inquires.

I understand that no verbal promises or guarantees relating to employment are binding upon the company and that, if employed, I will be an employee “at will” and may be terminated at any time. If I am employed, I agree to abide by the company’s rules and regulations and any changes thereto.

Applicants’ Signature: _____ Date: _____

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.

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