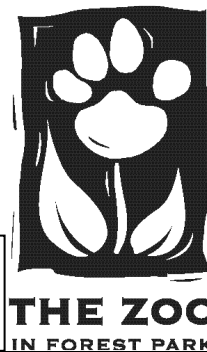


Application For Employment

P.O. Box 80295
Springfield, MA 01138
413.733.2251
413.733.2330. Fax



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 of Application _____

Position(s) Applied For _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In ☐ Employment Agency

Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone () _____ Social Security No. _____

Are you under 18? ☐ Yes ☐ No

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No

If yes, give date _____

Have you ever been employed here before? ☐ Yes ☐ No

If yes, give date _____

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

(Proof of authorization to work and of your identity will be required upon employment)

On what date would you be available for work? _____

Are you available to work ☐ Full Time ☐ Part-Time ☐ Shift Work ☐ Temporary ☐ Over Time

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

Can you travel if a job requires it? ☐ Yes ☐ No

SEALED RECORD NOTICE

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. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Within the past five years, have you been convicted of a misdemeanor? (Applicants may answer “no” with respect to a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace) Yes No

If yes, please explain _____

Have you ever been convicted of a felony? Yes No

If yes, please explain _____

Veteran of the U.S. military service? Yes No

If yes, Branch _____

Please describe any special skills or training acquired while in the service. _____

COMPLETE THIS SECTION ONLY IF CHECKED

Indicate what languages (including English) you speak, read, and/or write.

Fluently

Good

Fair

SPEAKS

READ

WRITE

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

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 status, national origin, age, disability, a status as a veteran, Vietnam Era Veteran, or being a member of the Reserves or National Guard.

1	Employer	Dates Employed From To	Work Performed
	Address		
	Job Title	Hourly/Rate Salary Starting Final	
	Supervisor		
	Reason for Leaving		
2	Employer	Dates Employed From To	Work Performed
	Address		
	Job Title	Hourly/Rate Salary Starting Final	
	Supervisor		
	Reason for Leaving		
3	Employer	Dates Employed From To	Work Performed
	Address		
	Job Title	Hourly/Rate Salary Starting Final	
	Supervisor		
	Reason for Leaving		
4	Employer	Dates Employed From To	Work Performed
	Address		
	Job Title	Hourly/Rate Salary Starting Final	
	Supervisor		
	Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

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