

Application for Employment

Please Print Clearly

Today's Date _____

BACKGROUND INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: (____) _____ (____)
(Home) (Work)

Social Security Number: _____

Are you over 18 years old? Yes No

Whom Should We Notify in Case of An Emergency? (Give Name and Phone Number):

How did you hear of our company? newspaper agency
 employee referral _____ other _____

JOB INTEREST

Position applied for: _____

Full-time Part-time(nights) Part-time(days)

My available days/hours for part-time work are: _____

Would you work any shift? Yes No

If no, indicate shift preference:

1st(day) 2nd(evening) 3rd(night)

Will you work overtime? Yes No

Our company is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, disability, veteran's status or sexual orientation.

EDUCATION AND/OR MILITARY TRAINING

School Name & Address	Subject	Did You Graduate or Complete Course?	Degree

EMPLOYMENT HISTORY

List all employment and include any performed on a volunteer basis which can be verified.
List your employers, starting with present or most recent.

Company Name & Address	Immediate Supervisor	Dates of Employment	Position(s)/Job(s) Held	Reason For Leaving
		From: To:		
		From: To:		
		From: To:		
		From: To:		

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications which should be considered. Include special skills such as machines operated, licenses, foreign languages, computer skills, etc.

What are your career objectives?

List any professional affiliations, honors and awards, publications, patents, etc. *(Exclude any memberships which would reveal age, sex, race, religion, color, national origin, or disability.)*

If hired, can you verify your legal right to work in the United States?

- Yes
- No

(Pursuant to federal law, within three days of hire, new employees will be required to produce evidence of identity and legal authorization to work in the United States.)

If presently employed, may we contact your employer as a reference? Yes No

Please read the following statements; they constitute the conditions under which you would be employed by our Company should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentations or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Company, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Company and that no one, other than the President of the Company, has authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of the Company's rules and regulations, and any changes thereto.

I give the Company permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Company.

Signature of Applicant

Date

Massachusetts General Laws c.149 s19B requires that the following statement be included on employment applications: "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."

Massachusetts General Laws c.151B defines "genetic information" as any written record or explanation of a genetic test of a person's family history with regard to the presence, absence or variation of a gene. A genetic test is broadly defined as "any test of DNA, RNA, mitochondrial DNA, chromosome or proteins for the purpose of identifying genes or genetic abnormalities." The law expressly excludes drug and alcohol tests from this definition, meaning that employers may continue to conduct such tests in accordance with existing legal requirements.

These new statutory provisions specifically prohibit employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.