

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

**PERSONAL BACKGROUND**

Name

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|      |       |        |
|------|-------|--------|
| Last | First | Middle |
|------|-------|--------|

Present Address

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|        |      |       |          |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

Permanent Address

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|        |      |       |          |
|--------|------|-------|----------|
| Street | City | State | Zip Code |
|--------|------|-------|----------|

Phone No.  
( )

Email Address:

Referred By:

Position Applying For:

Date You Can Start

Full Time:

Part Time:

Specify Hours:

Salary Desired:

Are you employed?

If so, may we inquire of your present employer?

Ever applied to this company before?

Where:

When:

Are you willing to work overtime?

Yes:

No:

If driving is a requirement of the job for which you are applying, do you have a valid driver's license?

Yes:

No:

If you are a minor, can you produce the work certificate necessary to obtain employment?

Yes:

No:

| <b>Educational Background</b>                             | <b>Name and Location of School</b> | <b>Underline Highest Grade Completed</b> | <b>Major Area of Study</b> |
|---|------------------------------------|--|----------------------------|
| <b>High School</b><br>From:<br>To:                        |                                    | 9 10 11 12/ GED                          |                            |
| <b>College</b><br>From:<br>To:                            |                                    | 1 2 3 4                                  |                            |
| <b>Trade, Business or Graduate School</b><br>From:<br>To: |                                    |  |                            |

Specialized technical skills (i.e., computer programming/ language, software, equipment operation, special tools or machines)

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### **Work Experience**

(Please list below your last four employers, starting with your present or last place of employment.)  
You may include any verifiable work performed on a volunteer basis, internship or military service.

| <b>Date Mo/Yr<br/>Position</b> | <b>Name, Address and<br/>Phone # of Employer</b> | <b>Salary</b> | <b>Name of<br/>Supervisor</b> | <b>Reason<br/>for Leaving</b> |
|--------------------------------|--|---------------|-------------------------------|-------------------------------|
| From:<br>To:<br>Pos:           |  |               |                               |                               |
| From:<br>To:<br>Pos:           |  |               |                               |                               |
| From:<br>To:<br>Pos:           |  |               |                               |                               |
| From:<br>To:<br>Pos:           |  |               |                               |                               |

### **Lie Detector Notice**

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.

**References**

Give the names of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school- or volunteer- related references.

| Name & Position | Company | Telephone Number |
|-----------------|---------|------------------|
| 1.              | <hr/>   |                  |
| 2.              | <hr/>   |                  |
| 3.              | <hr/>   |                  |

**Applicants Statement**

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_