

**APPLICATION OF EMPLOYMENT**  
**George Marston Whitin Memorial Community Association, Inc.**  
*dba Whitin Community Center*

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

*Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.*

**POSITION APPLYING FOR:** \_\_\_\_\_

**PERSONAL INFORMATION**

\_\_\_\_\_  
First Name                                      Middle Initial                                      Last Name

**Current Address:**

\_\_\_\_\_  
Street and Apt. #                                      City                                      State                                      Zip Code

**Permanent Address** (if different from above):

\_\_\_\_\_  
Street and Apt. #                                      City                                      State                                      Zip Code

Telephone: \_\_\_\_\_                                      Email: \_\_\_\_\_

Are you over 16 years of age?     Yes     No                                      Sex:     Male     Female

I am a United States Citizen or otherwise authorized to work in the United States on an unrestricted basis:     Yes     No

If applicable, please list your visa type, visa # and expiration: \_\_\_\_\_

\_\_\_\_\_  
Have you ever been convicted\* of a felony?     Yes     No  
If you answered yes, please explain: \_\_\_\_\_

\* 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. CORI and SORI checks will be performed prior to offer of employment.

Have you ever served in the U.S. Military?     Yes     No  
If yes, please provide the following information:  
Branch of Service: \_\_\_\_\_ Rank at time of Separation: \_\_\_\_\_  
I served from: \_\_\_\_\_ to \_\_\_\_\_  
Special Honors: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_

**EMPLOYMENT HISTORY**

*Applicant may include in his/her employment history any verified work performed on a volunteer basis.*

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_

## EDUCATION

### High School

Name and Address \_\_\_\_\_

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_  
If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

### Technical or Vocational School

Name and Address \_\_\_\_\_

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree or Certification: \_\_\_\_\_ Specialty: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

### College or University

Name and Address \_\_\_\_\_

Did you graduate?  Yes  No      Attended from \_\_\_\_\_ to \_\_\_\_\_

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

## PERSONAL REFERENCES

*Please list 3 references you have known at least 1 year that are not relatives.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_

**POSITION INFORMATION**

**Position Specifications**

Position applying for: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

What hours are you willing to work? \_\_\_\_\_

Would you be able to work weekends?  Yes  No

When would you be able to start? \_\_\_\_\_

Desired salary: \_\_\_\_\_ per \_\_\_\_\_

**Skills**

Please describe any skills you have in the following areas:

Computer:

\_\_\_\_\_  
\_\_\_\_\_

Languages spoken (other than English):

\_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_

“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.”

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

I understand that any offer of employment is contingent upon successful completion of criminal and sex offender history background checks. I hereby give my consent to these screenings.

Furthermore, I understand that if I am hired, employment with this company is “at will”, which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_