

Employment Application

Please Print Clearly

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? (Provide name and phone number)

How did you hear about our company? Newspaper _____ Agency _____
 Employee Referral _____ Other _____

JOB INTEREST

Position applied for: _____
 Full-Time Part-Time

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

Date you can start: _____ Desired salary: _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

Will you work overtime? Yes No *****Overtime will be required as the need arises*****

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.

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.

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.)

Have you ever been convicted of a felony: Yes No

If yes, give dates and details of conviction (“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. 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.”)

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

EMPLOYMENT AND/OR MILITARY TRAINING

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School Name & Address	Subject	Graduate?	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 and Telephone Number	Immediate Supervisor	Dates of Employment	Salary History	Position Held	Reason for Leaving
		From: To:	Starting: Final:		
		From: To:	Starting: Final:		
		From: To:	Starting: Final:		
		From: To:	Starting: Final:		
		From: To:	Starting: Final:		

BUSINESS REFERENCES

Provide the names of at least three people not related to you, whom you have had a work or business relationship.

Name and Occupation	Address	Telephone Number	Years Known
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

APPLICANT'S STATEMENT

Please read the following statement; they constitute the conditions under which you would be employed by Mark Richey Woodworking and Design, Inc. 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 Mark Richey Woodworking and Design, Inc., my employment is at will 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 Mark Richey Woodworking and Design, Inc. 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 Mark Richey Woodworking and Design, Inc.'s rules and regulations, and any changes thereto.

I give Mark Richey Woodworking and Design, Inc. 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.

Applicant Signature

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."