



New England Village, Inc. Employment Application

664 School Street, Pembroke, MA 02359
(781) 293-5461 www.newenglandvillage.org

We consider applicants for all positions without regard to age, race, color, religious creed, national origin, sex, sexual orientation, age, criminal record, mental illness, handicap/disability, ancestry, gender identity, genetic information, or any other legally protected status pursuant to **Massachusetts Fair Employment Practices Act**, and other relevant federal, state and local laws.

| | |
|---|--------------------------------------|
| Position(s) Applied For | Date of Application |
| How Did you Learn About Us? | |
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative |
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> New England Village Employee | |

APPLICANT INFORMATION

| | | |
|--|--|---|
| Last Name | First | Middle Initial |
| Street Address | | Apartment/Unit # |
| City | State | ZIP |
| Home Phone | Cell Phone | E-mail |
| Date available to start work | Hours available | Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Relief <input type="checkbox"/> |
| Are you a citizen of the United States? | YES <input type="checkbox"/> NO <input type="checkbox"/> | If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Have you ever worked for New England Village? | YES <input type="checkbox"/> NO <input type="checkbox"/> | If so, when? |
| Have you ever applied to New England Village before? | YES <input type="checkbox"/> NO <input type="checkbox"/> | If yes, explain |

EDUCATION

| | | |
|--|---------|--|
| High School | Address | |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree | |
| College | Address | |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree | |
| Other | Address | |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree | |

MILITARY SERVICE

| | | |
|--------|------|----|
| Branch | From | To |
|--------|------|----|

PREVIOUS EMPLOYMENT

Company Phone ()

Address Supervisor

Job Title

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company Phone ()

Address Supervisor

Job Title

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company Phone ()

Address Supervisor

Job Title

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO

Company Phone ()

Address Supervisor

Job Title

Responsibilities

From To Reason for Leaving

May we contact your previous supervisor for a reference? YES NO *You may also include verifiable volunteer work***REFERENCES***Please list three professional references. (Please list three personal references if you have no previous employment record)*

Full Name Relationship

Company Phone ()

Address

Full Name Relationship

Company Phone ()

Address

Full Name Relationship

Company Phone ()

Address

Authorization to Release Reference

Date _____

To Whom it May Concern:

I hereby authorize, by my signature, that information regarding my period of employment may be Released to New England Village, Inc.

Applicant's Signature

Please include a statement as to why you are qualified to work at New England Village.

Please state any additional information you feel may be helpful. Include current trainings, i.e. CPR, First Aid, Map Certification, etc.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I hereby understand and acknowledge that any employment relationship with this organization is of an "*at will*" nature which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director of New England Village, Inc.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

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.