



# Application For Employment

Applicants for employment are considered without regard to race, color, religion, sex, protected sexual orientation, marital status, veteran's status, national origin, ancestry, age or handicap. Also it is unlawful in the Commonwealth of 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.

***(Please print)***

Date of Application: \_\_\_ / \_\_\_ / \_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:

- Advertisement       Friend       Relative
- Walk-in       Employment Agency       Other: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Number
Street
City
State
Zip Code

Telephone: (     ) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you under 18?    Yes     No

If employed and you are under 18, can you furnish a work permit?    Yes     No

Have you filed an application here before?    Yes     No    If yes, give date: \_\_\_ / \_\_\_ / \_\_\_

Have you ever been employed here before?    Yes     No    If yes, give date: \_\_\_ / \_\_\_ / \_\_\_

Are you employed now?    Yes     No    If yes, may we contact your employer?    Yes     No

Do you have the legal right to work in the United States?    Yes     No

(According to Federal Law, work authorization documentation will be required upon employment)

On what date would you be available for work? \_\_\_\_\_

Are you available to work:    Full Time    Part Time    Shift Work    Temporary    Overtime

Are you on a lay-off and subject to recall?    Yes     No

Can you travel if a job requires it?    Yes     No



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## Sealed Record Notice

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect an inquiry herein relative to prior arrests or criminal court appearances. 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.

Within the past five years, have you been convicted of a misdemeanor? (Applicants may answer “no” with respect to a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace).     Yes     No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Veteran of the U.S. Military service?     Yes     No    If yes, Branch: \_\_\_\_\_

Please describe any special skills or training acquired while in the service. \_\_\_\_\_  
\_\_\_\_\_

Indicate what foreign languages you speak, read, and /or write. (Optional – Answer only if your knowledge of a foreign language is related to the requirements of the position for which you are applying.)     Fluently     Good     Fair

Speak \_\_\_\_\_

Read \_\_\_\_\_

Write \_\_\_\_\_

## References

Give name, address and telephone number of three references that are not related to you and are previous employers.

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



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## Employment Experience

Start with your present or last job. Include military service assignments and any verified work performed on a volunteer basis. Exclude organization names, which indicate race, color, religion, sex or national origin.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason For Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason For Leaving			
Employer	Dates Employed		Work Performed
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Address			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience:

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## Education

	Elementary	High	College/University	Graduate Professional
Name of School				
Years Completed (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				

Honors Received:

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. I understand and agree that if hired, my employment will be at-will in nature may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization/

AGREEMENT: I certify that the information on this application is true, complete and correct. I authorize Mack Prototype, Inc. to investigate my past employment, education and activities and I release from all liability all persons, companies and corporations supply such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Signature of Applicant Date

### For Personnel Department Use Only

Arrange Interview: <input type="radio"/> Yes <input type="radio"/> No Remarks: _____ Interviewed by: _____ Date: ___/___/___ Employed: <input type="radio"/> Yes <input type="radio"/> No Date of Employment: ___/___/___ Job Title: _____ Hourly Rate/Salary: _____ Dept. _____ By: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Name and Title</span> <span>Date</span> </div>
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