

# APPLICATION FOR EMPLOYMENT / PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

## PERSONAL INFORMATION

DATE \_\_\_\_\_

NAME (LAST NAME FIRST)	PHONE NO.
PRESENT ADDRESS	
PERMANENT ADDRESS	
SOCIAL SECURITY NO.	REFERRED BY

## DESIRED POSITION

TITLE OF POSITION	DESIRED SALARY/WAGE	DATE YOU CAN START
ARE YOU CURRENTLY EMPLOYED?	MAY WE CONTACT YOUR PRESENT EMPLOYER, IF APPLICABLE?	
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE, AND IF SO, WHEN?		

## EDUCATIONAL BACKGROUND

	SCHOOL NAME & LOCATION	DATES	GRADUATED? (IF APP.)	SUBJECTS (IF APP.)
HIGH SCHOOL				
COLLEGE				
BUSINESS, TRADE OR CORRESPONDENCE SCHOOL(S)				

## SPECIAL INTERESTS

U.S. MILITARY OR NAVAL SERVICE	
SPECIAL SKILLS / TRAINING	
SPECIAL RESEARCH OR STUDY	

## EMPLOYMENT HISTORY

DATE MONTH & YEAR	NAME & ADDRESS OF EMPLOYER(S)	ENDING SALARY	POSITION HELD	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

# APPLICATION FOR EMPLOYMENT / PRE-EMPLOYMENT QUESTIONNAIRE

EQUAL OPPORTUNITY EMPLOYER

REFERENCES GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST 1 YEAR

NAME	ADDRESS & PHONE NO.	TYPE OF BUSINESS	YEARS KNOWN

## CRIMINAL RECORD INFORMATION

A "yes" answer to either of the questions below will not automatically disqualify you for employment.

Have you ever been convicted of a felony?  Yes  No If yes, give date and explain:

Have you been convicted of a misdemeanor in the past 5 years?  Yes  No If yes, give date and explain:

(Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)

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.

## PLEASE READ CAREFULLY AND SIGN BELOW WHERE APPROPRIATE

I certify that information given above is true and complete. I understand that if I misrepresent and/or withhold information my application will be rejected and that I will be discharged if the misrepresentation or omission is discovered after my employment begins.

I authorize the Institute to make inquiries of prior employers regarding my history and character. I understand that the ~~TFC~~ might wish to conduct background checks or investigations which it deems appropriate, and that I might be required to complete separate authorization forms for such checks or investigations as required by law. I hereby release all employers, schools entities, or individuals from all liability in connection with such inquiries.

I understand that employment is contingent upon the satisfactory completion of various background checks, investigations or examinations and my compliance with other employment requirements, such as proof of eligibility to work in the United States.

I understand that if employed, I will be an employee "at will" and may be terminated at any time, with or without cause, and with or without notice. If I am employed, I agree to abide by the Institute's policies, rules, and procedures and any changes hereto.

I also agree to provide ~~TFC~~ with any other name my education or employment records may be under.

Applicant Signature \_\_\_\_\_

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.

~~TFC~~ is an Affirmative Action/Equal Opportunity Employer - M/F/D/V

Rev: 5/06

