

Name: _____

Position Applying for: _____

Interviewed by: _____

Salary Requirement: _____

Rejection Letter Sent on: _____

Hire Date: _____

Termination Date: _____

Eligible for Rehire: _____



Employment Application

LIFE is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability. Equal access to programs, services and employment is available to all persons. Those applications requiring reasonable accommodation to the application and or interview process should notify the personnel office.

In compliance with the **Federal Immigration Reform and Control Act of 1986**, LIFE is required to verify, by the I-9 form, **that all applicants represented by LIFE are legally eligible to work in the United States**. To that end LIFE will accept **two IDs** from the following groups: **Group A:** 1) US Passport, 2) Certificate of US Citizenship, 3) Certificate of Naturalization, 4) Alien Registration receipt with photo, **Group B:** 1) Driver's license with photo, 2) Federal, state or local government with photo, 3) school ID card with photo, 4) Voter's registration card; 5) US Military or draft record, **Group C:** 1) US Social Security card, 2) certification of birth abroad issued by Department of State, 3) US certified birth certificate.

Personal

Last Name	First	Initial	Social Security #:
Other Name(s) Used:			Business Telephone #: E-Mail Address:
Address:			Home Telephone #: Cell Telephone #:
Position Applied for:	Referred By:		Current Salary Range:
Have you ever interviewed with LIFE before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, list date(s), job title(s) & location(s)	
Have you ever been employed by LIFE before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, list date(s), job title(s) & location(s)	
Do you have any relatives employed by LIFE? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, list date(s), job title(s) & location(s)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		If under the age of 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

General

<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your current employer for references?
<input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact you at work? If so, what is your work telephone # _____ When is the best time to contact you? _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, will you be able to work full time, part time, split schedules, overtime? (circle appropriate category)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you legally eligible to work in the United States of America?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be able to perform the essential job functions and attendance requirement for the position for which you are applying, with or without reasonable accommodations?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(Job applicants required to drive a vehicle as part of their essential job function only)</i> Do you currently have an active Massachusetts Driver's License? If so, please provide number and expiration date: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(Job applicants required to drive a vehicle as part of their essential job function only)</i> Are you currently insured as a driver in the Commonwealth of Massachusetts?

Education

Circle Highest Grade Completed: High School 9 10 11 12
 College, Trade or Business 1 2 3 4
 Graduate Studies _____

School	Address	Major Studies	Degree, Diploma, License or Certificate
High School			
College / University			
Vocational, Business, Other			

List Any Professional Designations:

Other Special Knowledge, Skills or Qualifications:

Employment History

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may include any relevant volunteer work experience. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until / /	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	

Duties & Responsibilities:

Supervisor Reference Name & Phone # :

Employed From / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until / /	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			
Supervisor Reference Name & Phone # :			
Employed From / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed Until / /	Employer Address:	Supervisor Phone #:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties & Responsibilities:			
Supervisor Reference Name & Phone # :			

Certification & Authorization

I certify that all information I have provided in order to apply for and secure work with LIFE, is true, complete and correct. I understand that any information provided by me that is found to be false, misleading, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application or 2) immediately discharge me from the employers' service, whenever it is discovered, regardless of the time elapsed after discovery.

I expressly authorize, without reservation, LIFE management to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all the information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding LIFE and its management, for seeking, gathering, and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I further authorize LIFE to provide any post-employment references regarding my employment with LIFE, if they are requested in writing. I also authorize LIFE to obtain a CORI, credit and/or consumer check and other civil/criminal background checks, if necessary to the job for which I am applying.

I understand that LIFE does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment, on a basis prohibited by applicable local state or federal law. I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from LIFE and still wish to be considered for employment, it may be necessary to reapply and fill out a new application.

If I am hired by LIFE, I understand that I am free to resign at any time, with or without cause and without prior notice, and that LIFE reserves the same right to terminate my employment at any time, with, or without cause and without prior notice, except as required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of LIFE is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by LIFE's CEO.

In the event of any unresolved employment issue, which cannot be resolved through the established problem resolution procedure, I understand that as a condition of my employment with LIFE, that all LIFE employees will be required to participate in the company's mediation and arbitration program. I agree to participate in, and abide by the terms and conditions of the American Arbitration Association and its National Rules for the Resolution of Employment, as the sole form of problem resolution. I further understand that any decision or award by an arbitrator made under these rules is exclusive, final and binding, for both parties, their beneficiaries, executors, administrators, successors and assigns.

I understand that 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.

Sealed Information: Disclosure of information relating to such records. 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. An applicant for employment with a sealed record on file with the Commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances, and adjudication's 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.

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature

Date