

# Employment Application

## Living Independently Forever, Inc.

Name: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

How did you hear about this job opening: \_\_\_\_\_

Are You Seeking Full-Time (FT) or Part-Time (PT) Employment? FT or PT

If Part-Time, how many hours per week? \_\_\_\_\_

Date Available for Employment: \_\_\_\_\_

Interviewed by: \_\_\_\_\_



- **Living Independently Forever, Inc.** referred to as LIFE is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national 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 applicants requiring reasonable accommodation regarding the application and/or interview process should notify our Human Resources office.
- 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.
- In compliance with the Federal Immigration Reform and Control Act of 1986, LIFE is required to verify, by the I-9 form, that all employees hired by LIFE are legally eligible to work in the United States.
- In compliance with DDS requirements, LIFE must obtain a MA CORI Background Check and Fingerprints on all employees hired by LIFE.

## Personal

Last Name	First	Initial	Cell Phone #:
Other Name(s) Used:			E-Mail Address:
Address:			Home Telephone #:
Position Applied for:	Referred By:		Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
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 presently? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, list job title(s) & location(s)	

## General

- Yes  No If hired, will you be able to work full time, part time, split schedules, overtime? (circle appropriate category)
- Yes  No Are you legally eligible to work in the United States of America?
- Yes  No Do you have a valid Social Security Number?
- Yes  No Will you be able to perform the essential job functions and attendance requirements for the position for which you are applying, with or without reasonable accommodations?
- Yes  No *For job applicants required to drive a vehicle as part of their essential job function only;*  
Do you currently have an active Massachusetts Driver's License?  
(License would need to be presented for CORI and/or at time of hire)
- Yes  No *For job applicants required to drive a vehicle as part of their essential job function only;*  
Are you currently insured as a driver in the Commonwealth of Massachusetts?
- Yes  No Have you served in the U.S. Military? Rank \_\_\_\_\_  
Date of Service \_\_\_\_\_ Date of Discharge (If applicable) \_\_\_\_\_
- If yes, Please describe any relevant skills acquired while serving in the U.S. Military.
- 
- Protected Veteran  Not a Protected Veteran  Do Not Wish To Specify

## Education

	Educational Institution	Major Studies	Is Your Degree, Diploma, License or Certificate Complete?
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 experience. You may attach a résumé, but not in place of completing the required information.

Yes  No May we contact your **current** employer for references?

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

Duties & Responsibilities:

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

<b>Schedule Availability--Please Note AM or PM</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## Certification & Authorization

I certify that my answers are true and complete to the best of my knowledge. The filing of an application with LIFE does not obligate LIFE to offer employment, or the applicant to accept employment. An offer of employment, if made, is for employment at-will and is not to be construed as an implied contract or guarantee of continued employment for any period of time. LIFE reserves the right to terminate employment of an employee at any time. Any employee also has the right to terminate his/her employment with LIFE at any time.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release from the application process or employment with the company. I also authorize LIFE to obtain professional/personal reference checks, CORI background check, fingerprints, driving record check &/or drug screen as part of the employment process and throughout my employment.

In the event of any unresolved employment issue which cannot be resolved through the established Problem Resolution Process or Grievance Procedure, I understand that as a condition of employment with LIFE that I will be required to participate in the company's mediation and arbitration program and will abide by the outcome.

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, fingerprint, MVR, and any other civil/criminal background checks including fingerprinting as necessary to the job for which I am applying.

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

X \_\_\_\_\_ X \_\_\_\_\_  
Signature Date

## Reference Authorization

I (*print name*) \_\_\_\_\_ expressly authorize, without reservation, Living Independently Forever aka 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, résumé or job interview for the purpose of making their decision to hire. 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.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature Date