

Application for Employment

Reasonable accommodation will be made to ensure all applicants have access to the application process.

GENERAL INFORMATION		
Application Date	Application Location	
Name (Last)	(First)	(Middle)
Address (St. & No.)	Phone	
City / State / Zip	E-mail	
Available for: <input type="checkbox"/> Full Time Work <input type="checkbox"/> Part Time Work	Are you a Vietnam era veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No
For what position are you applying?	When can you start work?	What shifts can you work?
Have you ever been employed by AmesburyTruth, either as a direct employee or through an agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where and when?		
Referred by: <input type="checkbox"/> Ad <input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Current / former employee <input type="checkbox"/> Other Source name:		
Are you prevented from lawfully becoming employed in the USA because of visa or immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No As a condition of employment, you will be required to show proof of employability.		

EDUCATION			
Name / Location	Graduated	Course of Study	Degree(s)
High School:			
Technical School:			
College / University:			
EDUCATION (circle level completed and / or degree received) 9 10 11 12 <input type="checkbox"/> GED <input type="checkbox"/> Associate's Degree <input type="checkbox"/> Bachelors Degree			
Additional Training / Certifications / Professional Affiliations: 			

REFERENCES – List individuals personally acquainted with your work performance. List personal references ONLY if you have no occupational references.

REFERENCES			
Reference Name	Title	Company / City State	Email / Telephone Number

List the assets you feel we should consider concerning your application for employment:

EMPLOYMENT RECORD – Complete this section in addition to any resume you may include. List all employment, starting with your most recent employment, including part-time work.

EMPLOYMENT RECORD			
	Last or Present Job	Previous Employment	Previous Employment
Company			
City, State			
Supervisor (name, title)			
Employment Dates			
Compensation Hourly Wage or Salary			
Position			
Position Description			
Reason for Leaving			
May AmesburyTruth Contact Employer?			

RECORD

Have you ever been convicted of a felony? [] Yes [] No ****MASSACHUSETTS, MINNESOTA, NEBRASKA AND ROCHESTER NY, APPLICANTS PLEASE SEE BELOW**

(do not disclose convictions that were sealed, eradicated or expunged)

If yes, please explain the conviction: _____

NOTE: A conviction will not necessarily bar you from employment as each conviction will be assessed with respect to time, circumstances and seriousness as they relate to your employment.

****MASSACHUSETTS, MINNESOTA, NEBRASKA AND ROCHESTER NY, APPLICANTS:**

Do not answer this question at this time. The company reserves the right to inquire into criminal convictions as part of a criminal background check. At that time, a candidate with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances or convictions. In addition, a candidate may answer "no record" with respect to any cases of delinquency or as a child in need or services which did not result in a complaint transferred to the superior court for criminal prosecution. Rochester NY, applicants should not disclose any youthful offender convictions, sealed or expunged convictions. MA candidates should not disclose information regarding first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. Finally, MA applicants should not disclose convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five years ago unless there have been subsequent convictions within those five years.

EMERGENCY CONTACT

Name	Phone	Relationship

Please read below and sign where indicated.

In consideration of my employment and of the wages or salaries paid me, I agree that:

1. All papers and apparatus relating to the company’s business, including those prepared or made by me, shall be the property of the company and, except as required by my work, I will not reveal them to others nor will I reveal any information concerning the company’s business including its inventions, shop practices, processes and methods of manufacturing and merchandising.
2. All inventions and/or copyrightable materials except those inventions coming within the terms of paragraph 3 below which I make, either individually or jointly in collaboration with others, while employed by the company and for a period of 6 (six) months thereafter, whether made on the company’s time or on my own time, shall belong to the company and shall be promptly disclosed to the company; and, at the company’s expense, I will formally assign to the company all my interest in such inventions and/or copyright protection for such inventions and/or materials in any and all countries.
3. This agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the company was used and which was developed entirely on my own time and (1) which does not relate (a) directly to the business of the company or (b) to my actual or demonstrably anticipated research or development or (2) which does not result from any work performed by me for the company.
4. In making this application for employment I understand that the company may request an inquiry into my background, which will supply them information concerning my character, general reputation, personal characteristics and mode of living. I understand nothing contained in this employment application, and nothing in any of the company’s policies, procedures, or handbooks I might receive, is intended to create an employment contract between the company and myself either for employment or for the providing of any benefits. No promises regarding employment have been made to me and if an employment relationship is established, I understand I have the right to terminate my employment at any time, for any reason, and the company retains a similar right regarding the discontinuation of my employment.
5. I understand this agreement is binding and the submission of any false information or omission in connection with my application for employment, whether on this document or not, shall be cause for immediate discharge.

APPLICANT SIGNATURE		
Name	Signature	Date

OFFICE USE ONLY:
 Date Received: _____
 Initials: _____
 Notes: