

**APPLICATION FOR EMPLOYMENT**

Please print clearly in ink, if you need assistance in completing the application please let us know so that we can discuss a reasonable accommodation.

Position Desired: \_\_\_\_\_ Part Time  Full Time  Today's Date: \_\_\_\_\_

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

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

How long have you lived there? \_\_\_\_\_ Preferred name or Nickname: \_\_\_\_\_  
Years / Months

Day Phone Number: (\_\_\_\_) \_\_\_\_\_ Evening Phone Number: (\_\_\_\_) \_\_\_\_\_

Referred By: \_\_\_\_\_

Have you ever worked for this Company before: Yes  No  If yes, please give dates and position: \_\_\_\_\_

Are you legally authorized to work in the United States?  Yes  No  
(If hired, you will be required to submit proof of your identity and legal work authorization as a condition of employment).

If hired and under 18, can you furnish a work permit?  Yes  No  I am over 18

Date you are available to start work: \_\_\_\_/\_\_\_\_/\_\_\_\_. Salary or wages desired: \$\_\_\_\_\_  Hr.  Wk.

**EDUCATION**

High School: Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Circle highest grade completed:

High School: 9 10 11 12  Yes  No  Yes  No  
Diploma GED:

College: 13 14 15 16 17  Yes  No

College (list all whether or not degree was obtained):

Name	Address	Major	Minor	Degree
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Other night school, correspondence, home study or courses not listed above \_\_\_\_\_

**SPECIAL INTERESTS/HOBBIES, ETC.** \_\_\_\_\_

\_\_\_\_\_

## RECORD OF PREVIOUS EMPLOYMENT

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**Please complete in full even though you may have a resume. You may include military service and any verifiable work performed on a volunteer basis.**

***Start with most recent employer***

1. Current/Last Employer: \_\_\_\_\_ Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No  
Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_ Exact Reason for Leaving: \_\_\_\_\_  
Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_

2. Current/Last Employer: \_\_\_\_\_ Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No  
Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_ Exact Reason for Leaving: \_\_\_\_\_  
Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_

3. Current/Last Employer: \_\_\_\_\_ Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_ May we contact?  Yes  No  
Salary: Start \$ \_\_\_\_\_ End \$ \_\_\_\_\_ Exact Reason for Leaving: \_\_\_\_\_  
Duties/Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Please indicate any actual experience; special training and qualifications that you have which you feel are relevant to the position for which you are applying. \_\_\_\_\_

If computer skills are required for the position you have applied for, please check the boxes that apply to your experience:

PC  Mac  Both. Software Applications:  Word Processing  Accounting  Data Processing  Graphics  
 Presentation  E-mail  Internet  Other \_\_\_\_\_

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying?

Yes  No

Do you have transportation to and from work?  Yes  No

## REFERENCES

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

Position Applied for: \_\_\_\_\_ Location: \_\_\_\_\_

### **Professional References**

Please list 3 professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

Please print:

1. Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_
  
2. Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_
  
3. Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Company Phone Number including area code and extension ( ) \_\_\_\_\_

### **Personal References**

List at least 2 personal references (must not be a relative)

1. Name and Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number with area code \_\_\_\_\_ Occupation \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_ How do you know this individual? \_\_\_\_\_
  
2. Name and Address \_\_\_\_\_  
\_\_\_\_\_  
Phone Number with area code \_\_\_\_\_ Occupation \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_ How do you know this individual? \_\_\_\_\_

## SIGNATURE

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**READ CAREFULLY BEFORE SIGNING:**

1. I understand that the receipt of this application does not imply that I will be employed.
2. The statements and information furnished by me in this application are true and complete. I understand that I will be subject to immediate dismissal or refusal to hire if at any time The Cove at Yarmouth discovers any material falsification, omission, or misrepresentation of fact in this application.
3. I authorize The Cove at Yarmouth to conduct a background inquiry to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, criminal convictions, motor vehicle history, and other reports. I authorize all previous employers or other persons who have knowledge of me, or my records, to release such information to The Cove at Yarmouth. I hereby release any individual, agency, and The Cove at Yarmouth from all claims or liabilities whatever that may arise from the disclosure of such information.
4. In the event of my employment to a position in this Company, I will comply with all rules and regulations of this Company. I understand that bonding may be a condition of hire. If it is, either I will be so advised before or after hiring and a bond application will have to be completed.
5. I understand that all employees of The Cove at Yarmouth are employees at will. If hired, I will be free to resign at any time. Likewise, The Cove at Yarmouth will have the right to terminate my employment at any time with or without any reason or notice, regardless of the date of payment of my wages or salary. Neither this application, the Employee Handbook, or any other documents given to employees is intended to create, nor should such documents be construed as creating, an express or implied contract. This is the entire agreement between the Company and I regarding dispute resolution, the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the President of the Company. No supervisor or representative of the Company, other than its President, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.
6. Also note, The Cove at Yarmouth subscribes to a formal system of binding mediation for any and all disputes with employees which cannot be resolved by other means and which would otherwise be subject to conclusion in Court.
7. Should any term or provision, or portion thereof be declared void or unenforceable, it shall be reserved and the remainder of this Agreement shall be enforceable.

**My Signature Certifies That I Have Read And Agree With The Above Statements.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

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### AN EQUAL OPPORTUNITY/DRUG-FREE EMPLOYER

We are an equal opportunity employer and do not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by federal, state, or local law.

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.