# 

# Application for Employment

**ALL APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, GENDER, SEXUAL ORIENTATION, PREGNANCY, AGE, NATIONAL ORIGIN, ANCESTRY, PHYSICAL/MENTAL DISABILITY, MEDICAL CONDITION, MILITARY/VETERAN STATUS, GENETIC INFORMATION, MARITAL STATUS, ETHNICITY, CITIZENSHIP OR IMMIGRATION STATUS OR ANY OTHER PROTECTED CLASSIFICATION, IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS. BY COMPLETING THIS APPLICATION, YOU ARE SEEKING TO JOIN A TEAM OF HARDWORKING PROFESSIONALS DEDICATED TO CONSISTENTLY DELIVERING OUTSTANDING SERVICE TO OUR CUSTOMERS AND CONTRIBUTING TO THE FINANCIAL SUCCESS OF THE ORGANIZATION, ITS CLIENTS, AND ITS EMPLOYEES. EQUAL ACCESS TO PROGRAMS, SERVICES, AND EMPLOYMENT IS AVAILABLE TO ALL QUALIFIED PERSONS. THOSE APPLICANTS REQUIRING ACCOMMODATION TO COMPLETE THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD CONTACT A MANAGEMENT REPRESENTATIVE. PLEASE PRINT.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position(s) Applied for | | Date of Application | | |
|  | |  | | |
| Print Name (Last, First, & Middle) | | | | |
|  | | | | |
| Street Address | | City | State | Zip Code |
|  | |  |  |  |
| Main Phone Number | Alternate Phone Number | Email | | |
|  |  |  | | |

## Employment Experience

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

|  |  |  |
| --- | --- | --- |
| Name of Employer | Supervisor | May we contact? |
|  |  | Yes  No |
| Street Address | | |
|  | | |
| Phone Number | Dates Employed (Month/Year) | |
|  | From | To |
| Job Title and Duties | Reason for Leaving | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| Name of Employer | Supervisor | May we contact? |
|  |  | Yes  No |
| Street Address | | |
|  | | |
| Phone Number | Dates Employed (Month/Year) | |
|  | From | To |
| Job Title and Duties | Reason for Leaving | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| Name of Employer | Supervisor | May we contact? |
|  |  | Yes  No |
| Street Address | | |
|  | | |
| Phone Number | Dates Employed (Month/Year) | |
|  | From | To |
| Job Title and Duties | Reason for Leaving | |
|  |  | |

Have you ever been involuntarily terminated or asked to resign from any job?................................................. Yes  No

If yes, please explain

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

## Education

Please describe your educational background in the table provided below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | School Name | Diploma/ Degree (Yes/No) | Area of Study/Major | Specialized Training, Skills, or Extra-Curricular Activities |
| High School |  |  |  |  |
| College/ University |  |  |  |  |
| Graduate/ Professional School |  |  |  |  |
| Trade School |  |  |  |  |
| Other |  |  |  |  |

## Business and Professional References

Please list three professional references of individuals who are **not** related to you.

|  |  |  |
| --- | --- | --- |
| Name and Title | Relationship | Phone Number or Email |
|  |  |  |
|  |  |  |
|  |  |  |

## Personal References

Please list three people who know you well.

|  |  |  |
| --- | --- | --- |
| Name and Title | Relationship and Years Acquainted | Phone Number or Email |
|  |  |  |
|  |  |  |
|  |  |  |

## General Information

1. Have you ever used another name?............................................................................................ Yes  No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?................................................................ Yes  No
   1. If yes to either of the above, please explain:

|  |
| --- |
|  |
|  |

1. Have you ever worked for this company before?......................................................................... Yes  No
   1. If yes, please give dates and position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Do you have friends and/or relatives working for this company?............................................... Yes  No
   1. If yes, name(s) and relationship(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. On what date are you available to begin work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Days/Hours available to work:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

1. Are you available to work?  Full-time  Part-time  Shift Work  Temporary
2. If hired, would you have a reliable means of transportation to and from work?....................... Yes  No
3. Can you travel if the position requires it?................................................................................... Yes  No
4. Can you relocate if the position requires it?............................................................................... Yes  No
5. Are you at least 18 years old? ……………………………………………………………………….…………………… Yes  No
   1. Note: If under 18, hire is subject to verification that you are of minimum legal age.
6. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes  No
7. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?...................................................................................................... Yes  No
   1. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.
   2. You have **no obligation** to reveal if you have a disability as part of your application.

**Applicant Information**

**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 LIABILITIES.**

**ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION, WITH OR WITHOUT REASONABLE ACCOMMODATION, IS A CONDITION OF EMPLOYMENT.**

**IF YOU HAVE NOT BEEN HIRED WITHIN NINETY (90) DAYS OF FILLING OUT THIS APPLICATION AND YOU WISH TO CONTINUE TO BE CONSIDERED FOR EMPLOYMENT, YOU MUST COMPLETE ANOTHER APPLICATION, UNLESS YOU HAVE BEEN NOTIFIED IN WRITING THAT YOU ARE ON AN ESTABLISHED AND AUTHORIZED HIRING ELIGIBILITY LIST**.

## Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I authorize and provide the Company permission to submit a Criminal Offender Record Information (CORI) Request and the Sex Offender Registry Information (SORI) Request for my personal information from the Massachusetts Department of Criminal Justice Information Services .

\_\_\_\_\_ I state that I have never been convicted of FELONY under the laws of the Commonwealth of Massachusetts. A felony is defined as a crime punishable by death or incarceration in a state prison, all other crimes are misdemeanors. Be aware that this Statement DOES NOT include any prior first-time conviction for drunkenness; simple assault; speeding; minor traffic violations; affray or disturbing the peace; or convictions for misdemeanors that occurred more than 3 years ago; juvenile court records or sealed or expunged criminal records.

**PLEASE NOTE:**

**AN APPLICANT FOR EMPLOYMENT WITH A SEALED RECORD ON FILE WITH THE COMMISSIONER OF PROBATION MAY ANSWER NO RECORD WITH REQUEST TO ANY INQUIRY HEREIN RELATIVE TO PRIOR ARRESTS, CRIMINAL COURT APPEARANCES, OR CONVICTIONS. AN APPLICATION FOR EMPLOYMENT WITH A SEALED RECORD ON FILE WITH THE COMMISSIONER OF PROBATION BY 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 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.**

\_\_\_\_\_ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that any offer of employment, and my employment if I am hired, are conditional upon results satisfactory to the Company of any credit report, consumer report, investigative consumer report, background checks, educational and employment references; verification of military records, diplomas, credentials, licenses, and certifications; and other information the Company considers relevant to my suitability for employment. Unacceptable information discovered at any time may result in withdrawal of any job offer, or if I have already started work my employment may be terminated.

\_\_\_\_\_ I understand that a criminal history is not an automatic bar to employment, unless provided by law, and consideration will be given to a number of factors which may include (but are not limited to) relevance to the position sought, and the nature, circumstances and date of event or conviction. If I have any question about whether I am required to disclose certain information about my criminal history, I will consult with my own legal counsel.

\_\_\_\_\_ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I agree to submit to legally permissible drug and/or alcohol testing at the Company’s request, and I understand that test results may be used to determine my eligibility for employment or continued employment. I understand that the Drug and Alcohol Policy of the Company is contained in the Employee Handbook and available for my review at any time.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

\_\_\_\_\_ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

By my signature below, I agree to the foregoing statements, and I certify that I understand the content and intent of this application for employment and the information I have supplied in this application is true and complete. I understand and agree that any false statement or material omission by me in this application or any other part of the application process, if discovered now or at any later date, may be cause for withdrawal of any offer of employment or dismissal.

### Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Crystal Industries, Inc. d/b/a Crystal Pool and Spa

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