



1314 Union St – P O Box 1169  
 West Springfield, MA 01090

**APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status.

Date \_\_\_\_\_

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

\_\_\_\_\_  
 Address    City    State    Zip Code

\_\_\_\_\_  
 Telephone Number(s)    Social Security Number

How many years have you lived at this address? \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Expected rate of pay \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening? \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

List any friends or relatives who are currently employed here. \_\_\_\_\_

If hired, on what date would you be able to work? \_\_\_\_\_

Are you available to work:      \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time      \_\_\_\_\_ Temporary

Do you have a reliable means of transportation to get to work?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

Are you a United States Citizen?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, are you legally eligible for employment in this country?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

**EDUCATIONAL BACKGROUND**

Type of School	Name & Address	Years completed	Graduated	Course or Major
High School			_____ Yes _____ No	
College			_____ Yes _____ No	
Graduate School			_____ Yes _____ No	
Other or Business Training			_____ Yes _____ No	

**MILITARY SERVICE RECORD**

Have you ever served in the armed forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what branch? \_\_\_\_\_

Dates of Duty: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

What were your duties in the service? \_\_\_\_\_

**EMPLOYMENT RECORD**

Start with the most recent position. List in order, last or present employer first.

From	To	Company Name and Address	Position	Reason for leaving
Supervisor's Name		Telephone		May we contact employer?
Duties and Responsibilities: _____				
_____				

From	To	Company Name and Address	Position	Reason for leaving
Supervisor's Name		Telephone		May we contact employer?
Duties and Responsibilities: _____ _____				

From	To	Company Name and Address	Position	Reason for leaving
Supervisor's Name		Telephone		May we contact employer?
Duties and Responsibilities: _____ _____				

Are there any other experiences, skills, or qualifications which you feel would be especially fit you for work with this company?

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REFERENCES (Excluding Relatives):

Name	Title	Email Address	Phone Number

**APPLICANT'S CERTIFICATION**

I certify that the information that I have given on this application is correct to the best of my knowledge. I understand that any false statements or misrepresentations of this information may be considered reason for refusal of or dismissal from employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date