

Central Mass Recovery Learning Community / Kiva Center

Employment Application

An Equal Opportunity Employer

The Central Mass RLC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please Note: It is important that you complete all parts of the application. If your application is incomplete or does not clearly show the experience and/or training required, your application may not be accepted. If you have no information to enter in a section, please write N/A.

Applicant Information	
Name (First, MI, Last)	
Mailing Address	
City, State, Zip Code	
Telephone	Alternate Phone
E-Mail	If under 18, please list age

Job Type							
Days/Hours Available to Work							
<input type="checkbox"/> no preference	<input type="checkbox"/> Mon.	<input type="checkbox"/> Tue.	<input type="checkbox"/> Wed.	<input type="checkbox"/> Thu.	<input type="checkbox"/> Fri.	<input type="checkbox"/> Sat.	<input type="checkbox"/> Sun.
I am seeking a:		<input type="checkbox"/> Full-time job		<input type="checkbox"/> Part-time job		<input type="checkbox"/> Full- or Part-time	
How many hours can you work weekly?				Can you work evenings?		Date available to begin:	

Additional Information		
Have you ever been employed by the CMRLC in the past?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that I am a US citizen, permanent resident, or a foreign national with authorization to work in the United States.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
Do you have a driver's license? <input type="checkbox"/> yes <input type="checkbox"/> no	Driver's license number	Issued in what state?
Have you had any accidents during the past three years?		How many?
Have you had any moving violations during the past three years?		How many?

Education, Training & Experience				
School	Location (mailing address)	Years Completed	Major	Degree or Diploma
High School				
College or Business/Trade School				
Military				
Have you ever been in the Armed Forces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date entered	
Are you now a member of the National Guard?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Discharge date	
Specialty				

Work Experience		
<i>Please list ALL work experience beginning with your most recent job held. Attach additional sheets if necessary.</i>		
Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, & Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Work Experience, continued

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, & Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact this employer? Yes No

Company	Name of last supervisor	Hrs/week
Address	Start Date	Starting Salary
City, State, & Zip Code	End Date	Final Salary
Phone Number	Your last job title	
Reason for leaving (be specific)		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

May we contact this employer? Yes No

References

Please include name, phone number, and circumstances of your acquaintance. Exclude relatives and former employers.

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I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Signature

Date

