



HAMPSHIRE HOUSE  
— Beacon Hill —



# HAMPSHIRE HOUSE CORPORATION

## Application for Employment

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND DO NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT FROM CONSIDERATION FROM EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW. EQUAL ACCESS TO PROGRAMS, SERVICES AND EMPLOYMENT IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATIONS TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD NOTIFY A REPRESENTATIVE OF HUMAN RESOURCES.

Position(s) Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Applicant Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Type of Employment Desired:  Full-Time  Part-Time  Temporary

Are you able to meet the attendance requirements?  YES  NO

Will you work overtime if required?  YES  NO

Can you travel if required by the position?  YES  NO

Have you been previously employed by our organization?  YES  NO

Are you legally eligible for employment?  YES  NO

If you are under 18, can you provide a work permit?  YES  NO

Have you ever been bonded?  YES  NO

Have you ever been convicted of a crime in the last seven years?  YES  NO

ANSWERING "YES" TO THIS WILL NOT AUTOMATICALLY BAR EMPLOYMENT. FACTORS SUCH AS DATE OF OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO CONSIDERATION. YOU MAY RESPOND "NO" IF YOU: HAVE BEEN ARRESTED, BUT NOT CONVICTED WITHIN 5 YEARS PRIOR TO COMPLETING THIS APPLICATION AND HAVE ONLY ON YOUR RECORD MISDEMEANORS MORE THAN 5 YEARS OLD OR HAVE ONLY ONE CONVICTION FOR ANY OF THE FOLLOWING MISDEMEANORS: DRUNKENNESS, SIMPLE ASSAULT, SPEEDING, MINOR TRAFFIC VIOLATIONS, AFFRAY OR DISTURBANCE OF THE PEACE OR: IF YOU HAVE A SEALED RECORD.

If you answered "yes", please provide dates and details: \_\_\_\_\_

Driver's license number (if driving is an essential job function): \_\_\_\_\_  
*License Number State*

How were you referred to us? \_\_\_\_\_

Do you have any friends or relatives employed by this company?  YES  NO

If you answered "yes", please name: \_\_\_\_\_

# EMPLOYMENT HISTORY

PLEASE PROVIDE THE FOLLOWING INFORMATION OF YOUR PAST AND CURRENT EMPLOYERS, ASSIGNMENTS OR VOLUNTEER ACTIVITIES, STARTING WITH THE MOST RECENT (USE ADDITIONAL SHEETS OF PAPER IF NECESSARY). EXPLAIN ANY GAPS IN EMPLOYMENT IN THE COMMENTS SECTION BELOW.

<b>EMPLOYER</b>	<b>TELEPHONE #</b>	<b>DATES EMPLOYED</b>		<b>SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES</b>
		<b>FROM</b>	<b>TO</b>	
<b>ADDRESS</b>				
<b>STARTING JOB TITLE / FINAL JOB TITLE</b>		<b>HOURLY RATE / SALARY</b>		
		<b>STARTING</b>		
<b>IMMEDIATE SUPERVISOR AND TITLE</b>		\$	PER	
<b>REASON FOR LEAVING</b>		<b>HOURLY RATE / SALARY</b>		
		<b>FINAL</b>		
<b>MAY WE CONTACT FOR REFERENCES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
<b>EMPLOYER</b>	<b>TELEPHONE #</b>	<b>DATES EMPLOYED</b>		<b>SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES</b>
		<b>FROM</b>	<b>TO</b>	
<b>ADDRESS</b>				
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		<b>STARTING</b>		
<b>IMMEDIATE SUPERVISOR AND TITLE</b>		\$	PER	
<b>REASON FOR LEAVING</b>		<b>HOURLY RATE / SALARY</b>		
		<b>FINAL</b>		
<b>MAY WE CONTACT FOR REFERENCES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	
<b>EMPLOYER</b>	<b>TELEPHONE #</b>	<b>DATES EMPLOYED</b>		<b>SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES</b>
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<b>IMMEDIATE SUPERVISOR AND TITLE</b>		\$	PER	
<b>REASON FOR LEAVING</b>		<b>HOURLY RATE / SALARY</b>		
		<b>FINAL</b>		
<b>MAY WE CONTACT FOR REFERENCES?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER		\$	PER	

**Other Skills and Qualifications**

Please summarize any job-related training, skills, licenses, certificates, and/or other qualifications: \_\_\_\_\_

\_\_\_\_\_

Hobbies: \_\_\_\_\_

**Educational History**

List school name and location, years completed, course of study and any degrees earned.

High School: \_\_\_\_\_

College: \_\_\_\_\_

Technical Training: \_\_\_\_\_

Other: \_\_\_\_\_

**References**

List three references: their names, telephone numbers and the years known (do not include relatives or employers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# AVAILABILITY

DUE TO THE NATURE OF OUR BUSINESS, IT MAY BE NECESSARY FOR YOU TO BE AVAILABLE TO WORK NIGHTS, WEEKENDS AND HOLIDAYS, INCLUDING SCHOOL VACATION.

PLEASE FILL OUT YOUR AVAILABILITY:

	AM	PM	COMMENTS
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

## GOAL STATEMENT

OUR GOAL IS TO PROVIDE OUR GUEST WITH A UNIQUE EXPERIENCE BY OFFERING SATISFYING, AGGRESSIVELY FRIENDLY AND EFFICIENT SERVICE IN A COMFORTABLE, LIGHT ATMOSPHERE.  
HOW DO YOU FEEL YOU COULD EXEMPLIFY THIS?

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# APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that as part of the process of weighing my qualifications and determining my suitability for open positions, Hampshire House Corporation requires background checks for all finalists for a position. These background checks are conducted by ADP Screening and Selection Services from Avert, a consumer reporting agency. Information to be verified includes social security number and previous addresses.

The background check may also include a criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made.

If an applicant is denied employment wholly or partly because of information obtained in a background check conducted by the company's vendor, the applicant will be informed of this and given the name, address, and phone number of the vendor to contact if he or she has specific questions about the result of the check or wants to dispute its accuracy.

Any applicant who provides misleading, erroneous or willfully deceptive information to Hampshire House Corporation on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment from Hampshire House Corporation.

If I am hired, I understand that Hampshire House Corporation is an "at-will" employer and operates under the provision that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of 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.

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.

**Sealed Records:** Disclosure of information relating to such records. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "No Record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may 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 an 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.

**DO NOT SIGN UNTIL YOU HAVE READ THE APPLICANT STATEMENT.**

**I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.**

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_