

Central Massachusetts Collaborative

Application for Employment

Position Applied for: _____ **Date:** _____

Applicant information:

Name: _____
Last First Middle

Address: _____
Street City State Zip

Phone Number : _____
Cell Home

Email: _____

Currently under contract? No Yes

If Yes, where? _____ Date Available to Start: _____

Are you eligible to work in the US without sponsorship? _____

Have you ever worked for CMC or any of its programs before? Yes No

If Yes, which program and provide dates of employment: _____

How did you hear about CMC? _____

Education and Certification/License information:

Highest Degree conferred: _____ Credits Beyond Degree _____

Name of School: _____

List any current Certifications or Licenses:

Cert/License title	Number	Date awarded	Expiration Date
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Work History: Please list your work experience beginning with your most recent job. If you were self-employed, give a firm name. Attached additional sheets if necessary.

Most Recent Employer:	Dates Employed From: To:	Work performed:
Address:	Supervisor Name	
Job Title	Reason for leaving:	May we contact:? Yes No

Employer:	Dates Employed From: To:	Work performed:
Address:	Supervisor Name	
Job Title	Reason for leaving:	May we contact:? Yes No

Employer:	Dates Employed From: To:	Work performed:
Address:	Supervisor	
Job Title	Reason for leaving:	May we contact:? Yes No

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3 References:

#1

Name: _____

Position: _____ Employer: _____

Address: _____

Telephone: _____ Email: _____

Was this person your supervisor? Yes No Co-Worker? Yes No

#2

Name: _____

Position: _____ Employer: _____

Address: _____

Telephone: _____ Email: _____

Was this person your supervisor? Yes No Co-Worker? Yes No

#3

Name: _____

Position: _____ Employer: _____

Address: _____

Telephone: _____ Email: _____

Was this person your supervisor? Yes No Co-Worker? Yes No

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Language Skills:

Language Speaking Reading Writing .

- **Fluent** - Applicant has a comprehensive understanding of all words, concepts, and nuances of the language.
- **Moderate** - Applicant can conduct a conversation (either spoken or written) and effectively communicate, understanding the vast majority of words and concepts.
- **Basic** - Applicant understands some or many words and concepts. **Speaking:** applicant can communicate using the language and visual aides. **Reading:** applicant can identify some words and themes. **Writing:** applicant can communicate with simple words and phrases.
- **None** - Applicant has no skill with the ability.

List any other special skills or interests you have:

Please attach the following documents:

- Official transcripts or degree
- Resume
- License(s)
- Certification(s)

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Applicant statement and Authorization:

"I certify that the facts contained in my application and any additional materials submitted are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this application or additional material will result in the automatic removal of my application from further employment considerations, and, if employed, shall be grounds for immediate dismissal. When it is determined that an employee or prospective employee failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in employment or termination considerations."

"If employed, I also understand that although my employment may commence prior to the completion of the criminal records check process, continued employment would be contingent upon a satisfactory criminal records check."

"I authorize investigation of all statements contained herein. I also give permission to the references and previous employers listed on the application and any attachments to provide to you and any and all information concerning my employment and any other pertinent information they may have. I agree to release all parties from all liability for any damage that may result from furnishing such information to you."

"I understand that, if offered the position, I will be required to verify my employment eligibility as required by law, including the completion of an I-9 Form."

Signature of Applicant

Date