

APPLICATION FOR EMPLOYMENT – VILLAGES OF THE BERKSHIRES, INC.

P.O. Box 1821, Lenox MA 01240

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Qualified applicants are considered for employment without regard to race, color, religion, gender, national origin, age, mental or physical disabilities, marital status, veteran status, sexual orientation, gender identity and/or expression, genetic information, or any other characteristic protected by applicable law. All employment decisions shall be consistent with the principles of equal opportunity employment. Accommodations to enable all individuals to participate in the application process may be provided upon advance request.

ANSWER ALL QUESTIONS - PLEASE PRINT

Applicant's Name (Last) (First) (Middle)			Date of Application	
Applicant's Address (Street)			Applicant's Email Address	
Applicant's Address (City, State, Zip)				
Telephone ()		Business telephone where you can currently be reached ()		May we contact you there? <input type="checkbox"/> Yes <input type="checkbox"/> No
Position(s) Applied For (List Job Titles)			Status Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Referral Source <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> College/Career Placement Office <input type="checkbox"/> Job Fair <input type="checkbox"/> Employee <input type="checkbox"/> Other				
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited		Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Limited		Date Available for Work
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Are you eligible to be lawfully employed in the United States (proof of citizenship or immigration status will be required upon employment)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Based on what you have learned about the position, what interests you the most about it?				
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide all detail* *Conviction of a crime will not automatically disqualify you from employment.				
Are you licensed to drive? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, in what state? _____ License # _____ Is your license currently under suspension for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain.				
EMPLOYMENT EXPERIENCE (List each job held. Start with your present or last job. Include military service assignments and volunteer activities.)				
Date From	Employer Name		Employer Address	
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
1	Supervisor		Reason for Leaving	
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name		Employer Address	
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate
2	Supervisor		Reason for Leaving	
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?			
Date From	Employer Name		Employer Address	

Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate								
3	Supervisor	Reason for Leaving										
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?											
Date From	Employer Name	Employer Address										
Date To	Employer Phone Number	Job Title	Starting Salary / Hrly Rate	Final Salary / Hrly Rate								
4	Supervisor	Reason for Leaving										
	Work Performed			May we contact <input type="checkbox"/> Yes <input type="checkbox"/> No								
	Are you known by another name <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What name?											
<div>PLEASE EXPLAIN GAPS IN EMPLOYMENT GREATER THAN 90 DAYS</div> <table border="1"> <tr> <td>Dates</td> <td>Reason</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>					Dates	Reason						
Dates	Reason											
<div>REFERENCES (List professional references only. Do not list friends or relatives)</div> <table border="1"> <tr> <td>Name and Title</td> <td>Address / Phone Number</td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>					Name and Title	Address / Phone Number						
Name and Title	Address / Phone Number											
Education	Name and Address of School	Course of Study	Did you Graduate?	List Diploma / Degree								
High School												
College												
Other (Specify)												
Are you known to schools by another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what name(s) are you known by?												
<div>PRE-EMPLOYMENT STATEMENT</div> <p>I represent that my responses set forth in this application are truthful, accurate, and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by Villages of the Berkshires, Inc. (Company), termination of my employment.</p> <p>I authorize representatives of Company to contact educational institutions, state and federal agencies (to conduct driving record checks and criminal history records checks) and employers designated in this Application for purposes of verification and investigation of my educational, criminal record, driving record, and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by a Company representative. I hereby release all such persons from liability or damages incurred as a result of furnishing such information. I understand that an unsatisfactory reference shall be grounds both for rejecting my Application for employment and, should I be hired by Company, termination of my employment. Should I be employed by Company, I understand that I could be subject to an outside probe if accused of wrongdoing.</p> <p>I certify that I am neither suspended nor excluded from participation in Medicare or state health programs under provisions of sections 1128 or 1156 of the Social Security Act. Company desires to maintain a safe and healthy working environment for the benefit of all employees. Where there is a reasonable question as to whether or not I can safely perform the duties of my job due to my physical or mental condition, Company shall have the right to require that I submit to physical or mental examinations for purposes of receiving medical confirmation that I can safely perform the duties of my job. Any and all such examinations shall be for job-related purposes only and shall be performed by a medical advisor or advisors selected and paid for by Company. I hereby release all such information to Company and waive any right of confidentiality.</p> <p>Submission of the application does not entitle me to be interviewed by Company. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of Company to provide any benefit to me. This Application shall be pending, unless withdrawn by me, until Company makes a decision on whether or not to hire me or until the 30th day after submission of this application to Company, whichever occurs first. If no action is taken on my Application within a 30-day period, I understand that I must re-apply to Company in order to be considered for employment. Should I be employed by Company, I agree to comply with any and all employment rules and policies of Company.</p> <p>After reading all of the terms of this application, I hereby affirm that I understand and agree to the provisions of the same. I also agree that my employment with the Company is on an "at-will" basis, meaning that such employment may be permanently discontinued by either the Company (through discharge or lay/off) or myself through voluntarily quitting at any time without notice and without any recourse of any kind by either party. I expressly agree and understand this is the entire agreement between the Company and me on the subject of discharge, termination and/or layoff, and it may be changed only by an agreement in writing signed by the President of the Company. I agree to conform to the Company's rules and I also agree that I shall be subject to other conditions, which the Company may adopt. I affirm the information in this application is true and complete, and any intentional deception herein may be considered sufficient cause for dismissal.</p>												
Date	Applicant's Signature											

Return applications by email to: villagesoftheberkshires@gmail.com
or by mail to: Villages of the Berkshires, P.O. Box 1821, Lenox MA 01240