



DECATUR HOUSE

Assisted Living in Sandwich Village

EMPLOYMENT APPLICATION

We are an Equal Employment Opportunity Employer and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status or any other basis recognized by federal, state or local law.

Personal Information

Name:		Social Security #	
Address:	City:	State:	Zip Code:
Cell #	Home #	Referred by	
DOB:			

Employment

Position you are applying for?	Are you employed now?	Salary desired
Have you ever applied to this company before? When?	If so, may we inquire of your present employer?	When can you start?

Education

Education	Did you Graduate?	Years attended	Location and name of school	Area of study
High School	Y N	9 10 11 12 GED		
College	Y N			
Trade or Business School	Y N			

General

Subjects of Special Study or Training
US Military Service /Rank

Former Employers (list below last four employers, starting with the last one first)

Date/MO/YR	Name, address and phone # of employer	Salary	Position	Name of Supervisor	Reason for leaving
From					
To					
From					
To					
From					
To					

References (give below the names of 3 persons not related to you, whom you have known at least 1 year)

Name	Position	Business	Phone number	Years Known

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If driving is a requirement of the job for which you are applying, do you have a valid driver's license? **Yes__ No__**

If you are a minor, can you produce the work certificate necessary to obtain employment? **Yes__ No__**

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.?
(Verification and completion of Form 1-9 must be submitted no later than three business days after date of hire.)
Yes__ No__

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. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency of as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony? **Yes__ No Record__**

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following misdemeanors: Drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
Yes__ No Record__

Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
Yes__ No Record__

If the answer to the questions immediately above is " yes," please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
Yes__ No Record__

Lie Detector Notice

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.

APPLICANT CERTIFICATION (PLEASE READ CAREFULLY)

I understand this application is not a contract, offer or promise of employment. I acknowledge that employment with Decatur House is employment at will basis. This means that my employment with the company can be terminated at any time, with or without cause or advance notice and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by the company's president and me.

I further understand that I am responsible for being familiar with Decatur House's policies, rules and regulations, and I understand that Decatur House has complete discretion to modify its policies, rules, regulations and practices at any time, to continue employment with Decatur House, I consent to any such changes.

I certify that the above information is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation or omission of information on this form or relating to my application of employment may result in my denial of employment, or if employed, my immediate dismissal.

I hereby authorize the company or its agents to confirm all statements contained in this application and/or resume to the extent permitted by federal, state or local law and I agree to complete any requisite authorization forms. I release all parties from any liability arising out of this provision and the use of such information.

Applicant's Signature _____ Date ____/____/____