

Employment Application

Please Print Clearly

Date: _____

Applicant Information

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Telephone Number: (_____) _____ (_____) _____
Home Cell

Email: _____

Are you over 18 years old? Yes No

Whom should we notify in case of an emergency? (Provide name and phone number)

How did you hear about our company? Newspaper _____ Agency _____

Employee Referral _____ Another Referral _____

Employment Position

Position applied for: _____
 Full-Time Part-Time

List available days/hours for part-time work: _____

Date you can start: _____ Desired salary: _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

Will you work overtime? Yes No ***Overtime will be required as the need arises***

Mark Richey Woodworking provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications, which should be considered. Include special skills such as machines operated, licenses, foreign languages, computer skills, etc.

List any professional affiliations, honors and awards, publications, patents, etc. *(Exclude any memberships which would reveal age, sex, race, religion, color, national origin, or disability.)*

If hired, can you verify your legal right to work in the United States? Yes No
(Pursuant to federal law, within three days of hire, new employees will be required to produce evidence of identity and legal authorization to work in the United States.)

School Name & Address	Subject	Did you Graduate- Yes or No	Degree

Employment History

List all employment and include any performed on a volunteer basis, which can be verified. List your employers, starting with present or most recent.

Company and Telephone Number	Supervisor	Years of Employment	Job Title/Position Held	Reason for Leaving

Business References

Provide the names of at least three people not related to you, whom you have had a work or business relationship.

Name and Occupation	Telephone Number	Years Known
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Applicant's Statement

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentations or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by Mark Richey Woodworking and Design, Inc., my employment is At-Will Employment for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding and that no one, other than the President of the company, has authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of Mark Richey Woodworking and Design, Inc.'s rules and regulations, and any changes thereto.

I give Mark Richey Woodworking and Design, Inc. permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the company.

Do you have a non-compete with your current or former employer? Yes No

Applicant Signature

Date

Massachusetts General Laws c. 149 s19B requires that the following statement be included on employment applications: "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."