

Application For

(Please check one)

- Employment
- Volunteer
- Intern



Today's Date _____

How Did You Learn About Us?

- Current People, Incorporated Employee _____
(Please list referring employee's name)
- News Paper Website Walk-In Employment Agency Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City/Town	State	Zip Code
Telephone Number(s)					

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work (check all that apply): Full Time Part Time As needed Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Do you have a valid driver's license? Yes No

Name:	Telephone Number:
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WORK INTEREST AND AVAILABILITY				
People, Incorporated operates several service divisions/programs. Please indicate below the service division/program you are applying for employment/volunteerism or internship within:				
What hours can you work?				
How many hours per week can you work? <input type="checkbox"/> <20 <input type="checkbox"/> 20 - 29 <input type="checkbox"/> 30 - 34 <input type="checkbox"/> 35 - 40				

EMPLOYMENT/VOLUNTEER/INTERN HISTORY				
Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.				
Employer/Organization		Dates of Service From To		Work/Service Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Your Title	Supervisor's Name			
Reason for Leaving				
Employer/Organization		Dates of Service From To		Work/Service Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Your Title	Supervisor's Name			
Reason for Leaving				
Employer/Organization		Dates of Service From To		Work/Service Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Your Title	Supervisor's Name			
Reason for Leaving				
Employer/Organization		Dates of Service From To		Work/Service Performed
Address				
Telephone Number		Hourly Rate/Salary Starting Final		
Your Title	Supervisor's Name			
Reason for Leaving				

HIGHEST LEVEL OF EDUCATION	
Name and Address of High school, College(s) or University(ies) Attended	Diploma/Certificate/Degree Granted

TRAINING
Note additional education courses and/or experience that would contribute to a position (i.e., certifications, licenses, and professional memberships, organizations, and publications):

PROFESSIONAL REFERENCES		
Name	Telephone Number	Relationship
	Area Code () -	
	Area Code () -	
	Area Code () -	

THE STATEMENTS BELOW ARE PART OF THE APPLICATION AND SHOULD BE READ CAREFULLY.

I authorize all persons, schools, employers and organizations mentioned in this application to provide People, Incorporated with any and all information requested by People, Incorporated and I voluntarily release all such persons, schools, employers and organizations from all liability for providing such information. In the event I am employed by People, Incorporated, I agree to comply with all its rules, regulations, directives and policies. I also release and indemnify People, Incorporated against any liability which might result from requesting reference information. I understand that any offer of employment is conditional on a satisfactory CORI (Criminal Offender Record Information) check and may require a satisfactory driving record check and other criminal background checks. I understand that no offer of employment is binding unless made in writing by the President and CEO, that any employment is for no stated term, and that the employment relationship may be terminated by me or People, Incorporated at any time. I hereby affirm that the information provided by me in this Application For Employment/Volunteerism or Internship, any other required documents or forms, and the interview process is true and complete. I understand that any false information or material provided or omitted by me may disqualify me from further consideration for employment/service and may result in discharge/release if discovered at a later date.

NON DISCRIMINATION NOTICE

This is to notify all persons that People, Incorporated promotes Equal Opportunity and Non-Discrimination in the provision of or access to services, employment and activities; takes action, if necessary, to reach Affirmative Action goals; and complies with federal and state law concerning Americans with Disabilities Act (ADA) compliance. For further information about our policies and grievance procedures for the resolution of complaints, contact Human Resources for the name of the Affirmative Action/Equal Opportunity Manager and/or the Programmatic Access Manager (ADA Coordinator).

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Massachusetts General Laws, c. 151B prohibits employers from (1) terminating or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants, or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual's employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.

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 Signature	Date
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02/10/2011