



APPLICATION FOR EMPLOYMENT

Please complete the entire application. Incomplete information may disqualify you from further consideration.

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: _____ Mobile Phone: _____

Are you legally authorized to work in the U.S.? Yes No
If offered employment, you will be required to provide proof of identity and work authorization.

Are you at least 18 years of age? Yes No

Have you ever been terminated from employment or asked to resign? Yes No

If yes, please provide the name of the company and the details. _____

EMPLOYMENT DESIRED

Position applied for: _____ Date you can start: _____

Shift Preference: First Second Third Full Time _____ Part Time _____ Seasonal _____

Can you work overtime, including weekends? Yes No

Are you currently employed? Yes No

If yes, may we contact your current employer for a reference? Yes No

Have you ever worked for this Company before? Yes No

If yes, please provide the dates of employment and positions held: _____

REFERRAL SOURCE

How did you hear about us?

- Walk-In
- Advertisement (please specify the name of the newspaper) _____
- Online Job Posting (please specify the name of the website) _____
- Employee Referral (please specify the name of the employee) _____
- Other (please explain) _____

EDUCATION AND/OR MILITARY TRAINING

	<u>Name and Location of School</u>	<u>Nos. of Yrs. Attended</u>	<u>Subjects Studies/Major</u>	<u>Diploma/Degree Received</u>
High School				
College or University				
Other (specify)				

TRAINING

Describe any skills, experience or training that would enhance your qualifications to perform the position you have applied for. Include the types of skills, experience and/or training, the sources and the dates. _____

LICENSES AND CERTIFICATIONS

Are you licensed or a member of any group, association or society that is related to the job for which you are applying?
____ Yes ____ No

If licensed, please provide the license name and number: _____
Issuing State: _____ Expiration Date: _____

If a member, please provide the name of the group, association or society to which you belong:

Do not disclose memberships in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected class.

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment starting with your most recent employer. Incomplete information may disqualify you from further consideration.

<u>Company Name Address & Telephone</u>	<u>Immediate Supervisor</u>	<u>Dates Employed</u>	<u>Position(s) Held Job Summary</u>	<u>Reason for Leaving</u>

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, software knowledge, etc.

Please explain any gaps in work history:

PROFESSIONAL REFERENCES

Please provide the names of three professional references.

<u>Name and Address</u>	<u>Company</u>	<u>Relationship to Applicant</u>	<u>Telephone Number</u>

Must be a former manager or supervisor.

Please read the following carefully before signing:

The following constitutes the conditions under which you would be employed by Erving Industries, Inc. should you accept an offer of employment.

Erving Industries, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, disability, veteran status or any other protected status covered by state or federal regulations. Women and minorities are encouraged to apply.

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts and information set forth in the above employment application are 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 should an offer of employment be extended to me, my employment is for no definite term and that I can be terminated at any time with or without notice and with or without cause. I further understand that no verbal promises or guarantees are binding on the Company and that no one, other than the President of Erving Industries, Inc. 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 the Company's rules and regulations, and any changes thereto.

I understand that a job offer is contingent upon the satisfactory results of a physical examination and/or drug screening and background screening. All related expenses will be paid for by the Company.

I attest with my signature below that I have provided true and complete information on this application. No requested information has been withheld or concealed. I authorize Erving Industries, Inc. to investigate all pertinent information concerning my application in order to determine my qualifications for employment; this includes contacting references. If any of the information I have provided is untrue, or if I have concealed material information, I understand that this constitutes cause for denial of employment or immediate dismissal. I further understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Company.

Applicant's Signature

Date

This Application for Employment will expire in 30 days. Consideration for employment after 30 days will require a new application.

MASSACHUSETTS GENERAL LAWS

Massachusetts General Laws c.149 x19B 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."

Massachusetts General Laws c 151B defines "genetic information" as any written record or explanation of a genetic test of a person's family history with regard to the presence, absence or variation of a gene. A genetic test is broadly defined as "any test of DNA, RNA, mitochondrial DNA, chromosome or proteins for the purpose of identifying genes or genetic abnormalities." The law expressly excludes drug and alcohol tests from this definition, meaning that employers may continue to conduct such tests in accordance with existing legal requirements.

These new statutory provisions specifically prohibit 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.

Please Initial

