

Essex National Heritage Commission, Inc.

APPLICATION FOR EMPLOYMENT

Future Leaders

Essex National Heritage Commission, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status or any other protected statuses.

PERSONAL:

Name _____ Date _____
Last First Middle

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time ___ Part Time

Date Available _____ Phone # _____

Email Address _____

Are you over 18 years old? ___ Yes ___ No

Are you over 16 years old? ___ Yes ___ No

Are you legally eligible for employment in the United States? ___ Yes ___ No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you applied for a Massachusetts Work Permit in the past? ___ Yes ___ No

EDUCATION: Please indicate education or training which you have received

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: Yes No **G.E.D.:** Yes No

School(s) _____ City/State _____

College and/or Vocational School:

Number of Years Completed (circle one) 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree or Certificate Earned _____

SKILLS :

Microsoft Word Excel PowerPoint Database

Software Programs _____

Other Computer Skills _____

Have you ever been employed in any facility of Network Coverage, LLC ?

Yes No

If Yes, which years? _____

EMPLOYMENT: Please include any work experience you may have, unless this is your first job. List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

If any employment was under a different name, indicate name

Employer _____ Address _____

Telephone/Email _____ Position _____

Dates of Employment: From _____ To _____
Mo/Yr Mo/Yr

Salary _____ Supervisor _____ Department _____

Duties _____ FT PT No. of Hrs. _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history:

Have you ever been discharged or asked to resign from a job? Yes No

If yes, explain: _____

Professional References

Name _____

Company _____

Phone (____) _____

Email _____

Name _____

Company _____

Email _____

Phone (____) _____

Personal References

Name _____

Address _____

Phone (____) _____

Email _____

Name _____

Address _____

Email _____

Phone (____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Essex National Heritage Commission, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Essex National Heritage Commission, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at-will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____