



Spaulding Youth Center

Application for Employment

72 Spaulding Road
Northfield, NH 03276
(603) 286-8901

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, disabilities, marital or veteran status.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For _____

Pay expected: _____

Referral Source: Advertisement Friend Relative Walk-In Employment Agency Other _____

Name _____

Last

First

Middle

Address _____

Number

Street

City

State

Zip Code

Telephone (____) _____ Are you 21 years of age or over: _____ (Subject to verification)

Business Tel. No. (____) _____ Email address: _____

How long at present address? _____ Previous address: _____

Have you filed an application here before? Yes No If Yes, give dates _____

Have you ever been employed here before? Yes No If Yes, give dates _____

Are you employed now? Yes No May we contact your present employer? Yes No

Relatives and friends working for us _____

Were you referred by a current staff member? Yes No Staff Name: _____

Are you a U.S. citizen or legally authorized to work in this country? Yes No

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Are you willing to take a physical examination at Spaulding's expense? Yes No

In case of emergency whom should be contact? _____ Tel No. _____

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED NO CONTEST TO A CRIME THAT HAS NOT BEEN ANNULLED BY A COURT? ___ Yes ___ No

If Yes, when and explain the circumstances (this does not automatically exclude you from consideration for employment): _____

Valid Driver's License held in (State) _____ License No. _____ Expiration _____

Do you own your own vehicle? ___ Yes ___ No

Education – All employees must have at least a high school diploma or general equivalency diploma (GED)

_____ Elementary High School College University Graduate/Professional

School Name _____

Years Completed
(Circle) 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

Diploma/Degree _____

Described Course of Study _____

Describe specialized training and skills: _____

List certifications: _____

List professional, trade, business or civic activities held: (You may exclude those which indicate race, color, religion, sex, national origin, age, disabilities, marital or veteran status.) _____

State any additional information you feel may be helpful to us in considering your application: _____

Employment History

Start with your present or last job. Include military service assignments and volunteer activities.

Employer	Telephone ()	<u>Dates Employed</u> From To	Work Performed
Address			
Job Title			
Supervisor Reason for Leaving			
Employer	Telephone ()	<u>Dates Employed</u> From To	Work Performed
Address			
Job Title			
Supervisor Reason for Leaving			
Employer	Telephone ()	<u>Dates Employed</u> From To	Work Performed
Address			
Job Title			
Supervisor Reason for Leaving			
Employer	Telephone ()	<u>Dates Employed</u> From To	Work Performed
Address			
Job Title			
Supervisor Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and telephone number of three work-related (supervisor) references.

Applicant's Statement

The answers to all questions on this application are true and correct to the best of my knowledge. I understand that falsification of statements on this application can be a cause for dismissal. I understand that as part of normal employment procedure, a routine inquiry may be made. I authorize such investigation and the giving and receiving of any information requested by Spaulding Youth Center and release from liability any person giving or receiving any information. I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature or scope of an investigation which is made.

Signature

Date

This organization reserves the right to revise or eliminate job duties and responsibilities in its sole discretion. This application does not constitute and should not be considered as a written or implied offer or contract of employment. Rules, policies and terms of employment will be furnished if you are hired.

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY
PLEASE MAKE COMMENTS SO THAT OTHERS ARE ABLE TO
UNDERSTAND THE STATUS OF APPLICATION**

Hiring Approvals: For What Position: _____ Starting Date: _____

Starting Salary: _____ Supervisor: _____

Required Signatures:

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Chief Executive Officer: _____ Date: _____

Return to Human Resources Director: _____ Date: _____