

## Application for Employment

CHESCO Inc. does not discriminate in hiring or employment on the basis of race, color, creed, religion, sex, marital status, national origin, age, mental or physical disability, sexual orientation, genetic predisposition, carrier status or veteran status. No question on this application is intended to secure information to be used for such discrimination.

DATE \_\_\_\_\_

Name \_\_\_\_\_ Telephone # \_\_\_\_\_ Email \_\_\_\_\_  
Last First M.I.

Address \_\_\_\_\_  
Street City State Zip

List the addresses you have lived at over the past ten years:

\_\_\_\_\_

Social Security # \_\_\_\_\_ Are you under 18 years of age? \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No

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

Have you filled an application with us before?  Yes  No

If yes, please give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, please give date: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Have you ever been employed in the human service field in the Monadnock Region  Yes  No

or any other area? (use additional sheet if necessary)

If yes, please give date: \_\_\_\_\_

Job Duties: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Are you currently employed?  Yes  No

If yes, may we contact your present employer?

On what date are you available for work? \_\_\_\_\_

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

Are any relatives or acquaintances employed with us?  Yes  No

If yes, please list: \_\_\_\_\_

Where did you learn about CHESCO, Inc. and/or position vacancy? \_\_\_\_\_

**Criminal Information:**

Have you ever been convicted of a felony or a misdemeanor?  Yes  No

*Note: FAILURE TO DISCLOSE A CONVICTION FOR ANY CRIME (FELONY OR MISDEMEANOR) WILL BE CONSIDERED AN INTENTIONAL OMISSION. Convictions will not necessarily disqualify an applicant for employment. Each one is considered in relation to the position applied for.*

If yes, please indicate below:

Nature of the Offence:

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*(Attach additional sheets if necessary)*

Date of Conviction and Penalty:

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*(Attach additional sheets if necessary)*

Name and Location of the Court:

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*(Attach additional sheets if necessary)*

Have you ever had a complaint filed against you that was founded for abuse, neglect or exploitation at ANY Agency or Region?  Yes  No

If yes, please explain in detail stating location, date, charges, and penalty of each offense:

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*(Attach additional sheets if necessary)*

Do you have any criminal charges pending against you?  Yes  No

If yes, please indicate the nature of the charges:

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*(Attach additional sheets if necessary)*

**Driving Information:**

Driver License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Is the above a valid driver's license?  Yes  No

Have you been driving for at least three years?  Yes  No

Have you ever been licensed to drive in ANY OTHER STATE?  Yes  No  
If so, which states?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of DUI, Reckless Driving or other serious violations?  Yes  No  
If yes, explain in detail stating location, date, charges, and penalty of each offense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional sheets if necessary)*

Have you had any traffic convictions in the past ten years?  Yes  No  
If yes, please explain in detail stating location, date, charges, and penalty of each offense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional sheets if necessary)*

Has your driver license ever been suspended or revoked?  Yes  No  
If yes, please state location, date and type of suspension, cancellation or denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional sheets if necessary)*

Have you had an accident in the past ten years?  Yes  No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional sheets if necessary)*

**Education:**

Name of High School: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

Diploma:  Yes  No GED:  Yes  No

Name of College: \_\_\_\_\_ Number of years completed: \_\_\_\_\_

College Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Other Schooling: \_\_\_\_\_

**Employment Experience:**

Employer (most recent):	Dates Employed:		Description of Duties:
	From:	To:	
Address:			
Telephone Number:	Hourly Rates/ Starting:	Salary: Final:	
Job Title or Position:			
Supervisor:			
Reason for Leaving:			

Employer (most recent):	Dates Employed:		Description of Duties:
	From:	To:	
Address:			
Telephone Number:	Hourly Rates/ Starting:	Salary: Final:	
Job Title or Position:			
Supervisor:			
Reason for Leaving:			

Employer (most recent):	Dates Employed:		Description of Duties:
	From:	To:	
Address:			
Telephone Number:	Hourly Rates/ Starting:	Salary: Final:	
Job Title or Position:			
Supervisor:			
Reason for Leaving:			

Employer (most recent):	Dates Employed:		Description of Duties:
	From:	To:	
Address:			
Telephone Number:	Hourly Rates/ Starting:	Salary: Final:	
Job Title or Position:			
Supervisor:			
Reason for Leaving:			

If additional space is needed, please continue on a separate sheet of paper.

If there have been any gaps in your employment during the past five years, please provide details in the space provided:

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**References:**

Give below the names of three persons not related to you whom you have known for at least one year in a business relationship.

	Name/Address	Business	Daytime Phone Number
1.	_____		
2.	_____		
3.	_____		

**Additional Information:**

<p>Are you capable of performing with or without reasonable accommodation the essential functions of the job or occupation for which you have applied?      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Note to the applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</p>
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**Release of Information:**

PLEASE READ BEFORE SIGNING:

I hereby certify that all statements made by me on this application and accompanying resume (if any) are true and correct to the best of my knowledge and belief, and that I have withheld nothing that would, if disclosed, materially affect the application unfavorably. I hereby grant CHESCO, Inc. permission to verify such statements and information including all past work history in the service system. In addition, I give permission to verify that I have not had any founded allegations of abuse or neglect against me. I understand that any misrepresentation or omission of information made by me during the recruitment process may be considered as sufficient cause for rejection of this application or, if employed, termination regardless of when the correct information is obtained.

I, \_\_\_\_\_, hereby authorize the release of my employment dates, evaluations of working performance, opinions and any other relevant information to CHESCO, Inc. or its agents. If applicable, this is to authorize the registrar/Placement Office to release my educational transcript and information in my placement records to CHESCO, Inc. I hereby release all parties with such relevant information and CHESCO, Inc. from any liability on account of such disclosures.

I acknowledge that this application is not intended to be a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_