

# Application for Employment



E. M. Duggan, Inc.  
140 Will Drive  
Canton, MA 02021

Equal access to programs, services and employment opportunities is available to all persons without regard to race, religion, color, sex (including pregnancy), age, ancestry, national origin, disability, sexual orientation, gender identity, military status, genetic information, or any other basis protected by federal, state and/or local law.

In accordance with the Americans with Disabilities Act and/or applicable state and local laws, applicants requiring reasonable accommodations for the application and/or interview process should notify the Human Resources Department. Examples of reasonable accommodations include making a change to the application process; providing written materials in an alternate format such as braille, large print, or audio recording; using a sign language interpreter; using specialized equipment; or modifying testing conditions.

**First Name**

**Middle Name**

**Last Name**

**Address**

**City**

**State / Province / Region**

**Postal / Zip Code**

**Phone**

**Cell Phone**

**Email**

**Position(s) applied for**

**Date of Application**

**Referral Source**

**If necessary, best time to call you is...**

**Call my**

Home Phone  Cellular/Other

**May we contact you at work?**

Yes  No

**If yes, work number**

**Best time to call...**

**If you are under 18 and it is required, can you furnish a work permit?**

Yes  No  N/A

**If no, please explain**

**Have you submitted an application here before?**

Yes  No

**If yes, give date(s) and position(s)**

**Have you ever been employed here before?**

Yes  No

**If yes, give dates**

**Is this application a request for employment following an extended military leave of absence from this company? If yes, additional information may be requested.**

Yes  No

**Are you lawfully authorized to work in the United States?**

Yes  No

**Date available for work**

**What is your desired range or hourly rate of pay?**

**Type of employment desired:**

Full-time  Part-time  Educational Co-op  Seasonal  Temporary

**Will you relocate if job requires it?**

Yes  No

**Will you travel if job requires it?**

Yes  No

**If they have been explained to you, are you able to meet the attendance requirements of the position?**

N/A  Yes  No

**Will you work overtime if required?**

Yes  No

**If no, please explain**

**Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodations)?**

*This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.*

Yes  No  Need more information about the job's "essential functions" to respond

**If you are applying for a position that may require you to drive, are you able to provide a copy of your driving record?**

Yes  No

**Driver's license number required if driving may be required in the job for which you are applying**

**Driver's license state**

**Have you ever been bonded?**

Yes  No

**Have you ever entered into an agreement with any former employer or other party (such as noncompetition agreement) that might, in any way, restrict your ability to work for our company?**

Yes  No

**If yes, please explain:**

## Employment History

Starting with your most recent employer, provide the following information. You may include any verified work performed on a volunteer basis.

# Employer

Employer

Phone

Address

City

State / Province / Region

Postal / Zip Code

Starting job title/final job title

Dates employed

Immediate supervisor and title (for most recent position held)

May we contact for reference?

Yes  No  Later

Contact Email

Why did you leave?

Summarize the type of work performed and job responsibilities.

What did you like most about your position?

What were the things you liked least about the position?

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**Explain any gaps in your employment, other than those due to personal illness, injury, or disability.**



If not addressed on previous page, have you ever been fired or asked to resign from a job?

Yes  No

If yes, please explain:

## Skills and Qulifications

Summarize any special training, skills, languages, licenses, and/or certificates that may assist you in performing the position for which you are applying:

## Computer Skills

Include software titles and level of experience, such as basic, intermediate, or advanced.

**Word processing**

**Level**

**Spreadsheet**

**Level**

**Presentation**

**Level**

**E\_mail**

**Level**

Internet

Level

Other

Level

Other

Level

Other

Level

# Educational Background

Starting with your most recent school attended, provide the following information.

## Education

School (Include City and State)

Number of Years Completed

Completed

- Diploma  GED
- Degree  Certification
- Other

If Other

GPA Class Rank

Major/Minor

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Degree  Certification   
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If Other

**GPA Class Rank**

**Major/Minor**

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## References

List names and telephone numbers of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

### Reference

**Name**

**Title**

**Relationship to you**

**Telephone**

**Email**

**Number of Years Known**

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### Reference

**Name**

**Title**

**Relationship to you**

**Telephone**

**Email**

**Number of Years Known**

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## Reference

**Name**

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## Related Information

When answering these questions, please exclude any information that would reveal race, religion, color, sex (including pregnancy), age, ancestry, national origin, disability, sexual orientation, gender identity, military status, genetic information, or other similarly protected status.

**To what job related organizations (professional, trade, etc.) do you belong?**

**List special accomplishments, publications, awards, etc.**

**List any relevant volunteer work.**

**Is there any other job-related information you want us to know about you?**

# Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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.

I understand reasonable safeguards will be taken to protect all personal information

provided or obtained in conjunction with this application for employment. My personal information may be shared with the employer's affiliate(s) and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the service requested by the employer.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her race, religion, color, sex (including pregnancy), age ancestry, national origin, disability, sexual orientation, gender identity, military status, genetic information, or any other protected status under applicable federal, state, or local law.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's services, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature Of Applicant**

**Date**

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