



EMPLOYMENT APPLICATION

Berkshire South Regional Community Center is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation, or working conditions.

APPLICANT INFORMATION

DATE: _____ SOCIAL SECURITY # _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE: _____ CELL #: _____

ARE YOU 18 YEARS OR OLDER? yes _____ no _____

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? _____

DESIRED EMPLOYMENT

1. POSITION DESIRED: _____

2. DATE YOU CAN START: _____ 3. SALARY DESIRED: _____

4. PLEASE FILL IN THE DAYS/HOURS YOU ARE NOT AVAILABLE TO WORK.

Time	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.

5. HOW MANY HOURS PER WEEK DESIRED? _____

6. ARE YOU CURRENTLY EMPLOYED ? yes _____ no _____

• If so, may we inquire of your present employer? yes _____ no _____

7. HAVE YOU EVER APPLIED TO THIS ORGANIZATION BEFORE? yes _____ no _____

• If so, which department and when _____

8. HAVE YOU EVER WORKED FOR THIS ORGANIZATION BEFORE? yes _____ no _____

• If so, which department and when _____

• Reason for leaving _____

• Name of supervisor at this company _____

9. WHO REFERRED YOU TO THIS ORGANIZATION? _____

10. HOW DID YOU FIND OUT ABOUT OUR JOB OPENING? _____

11. DO YOU KNOW ANYONE CURRENTLY WORKING AT BSRCC? yes _____ no _____

• If so, who? _____

12. HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO A CRIME OTHER THAN A MINOR TRAFFIC VIOLATION (excluding any expunged convictions)?

yes _____ no _____ (Note: employment at BSRCC is contingent upon passing a CORI background check). If yes, explain, including state and county of conviction or plea? _____

EMPLOYMENT HISTORY

List below the last four employers, starting with last one first.

Date: Month/Year	Name/Address/Phone Of Employer	Supervisor	Position	Salary	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

EDUCATION

School Level	Name/Location of School	# yrs attended	Did you Graduate	Selected Studies
Grammar School				
High School				
College				
Trade, Business, Correspondence School				

REFERENCES

Name	Address	Business	Phone #	Yrs. Acquainted

GENERAL INFORMATION

Subjects of special study or research work _____

Special Training _____

Special Skills _____

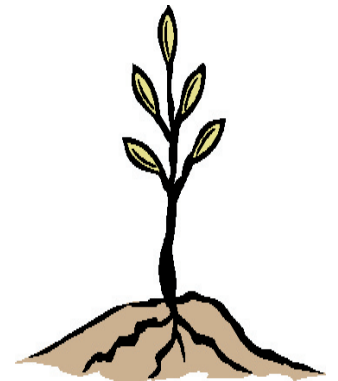
Certifications _____

U.S. Military or Naval Service _____ Rank _____

TELL US ABOUT YOURSELF!

Please tell us more about yourself by answering the following questions!

1. How can you help build community?
2. Do you keep your bedroom neat or sloppy? Why?
3. What keeps you going in life?
4. Do you have any hobbies? What are they?
5. What does “effectiveness” mean to you?
6. Do you have any special skills that you would like to share?
7. What is your greatest pet-peeve?
8. What are your greatest goals in life?



At Will Employment

Berkshire South is an “at will” employer. This term means that the employer or employees may terminate employment at any time with or without notice and for any reason, and that the length of employment is considered indefinite. This application is not a contract, neither explicit nor implied between Berkshire South and its applicants or employees.

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any Pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

Also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Date _____ Signature _____

Notes: Interoffice Only

Date of Interview:

Interviewed by:

Position Interviewed for:

Comments:

If hired, Start Date _____