



**Employment Application**

Community Care-A-Vans is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetics, handicap or veteran status.

**Applicant Information**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

How did you hear about Community Care-A-Vans? \_\_\_\_\_

Type of employment desired: Full Time  Part Time  Relief/Per Diem  Shift Desired: Day  Evening  Awake Overnight

Are you legally authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Military Service**

Community Care-A-Vans does not discriminate on the basis of National Guard or Reserve Duty obligations.

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank: \_\_\_\_\_



## Criminal History

Have you ever been convicted of a felony?      YES      NO  
     

If yes, explain: \_\_\_\_\_

Have you been convicted of a misdemeanor during the past five years? (Exclude first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace.)      YES      NO  
     

If yes, explain: \_\_\_\_\_

Have you completed a period of incarceration within the past 5 years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace)?      YES      NO  
     

If yes, explain: \_\_\_\_\_

If the answer to any of the above questions is yes, please state whether you were convicted more than 5 years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace.)      YES      NO  
     

If yes, explain: \_\_\_\_\_

*Note: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests or criminal court appearances and adjudication in all cases of delinquency or as a child in need of service, which did not result in a complaint transferred to the superior court for criminal prosecution. A conviction will not necessarily disqualify you for the job for which you have applied.*

*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.*

## Disclaimer and Signature

*I certify that all information on this application and any other material provided by me are true and complete. I agree that falsified information, misrepresentation or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered for dismissal whenever discovered.*

*Unless otherwise noted, I authorize Community Care-A-Vans or its agent to investigate and/or verify all information in this application including contacting all persons, schools, current employers and previous employers. I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits or performances. In doing so, I hereby release them, Community Care-A-Vans and its agents from all liability which may flow from the release of such information.*

***I understand that if I am hired, my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that Community Care-A-Vans will similarly have the right to terminate my employment at any time, with or without cause. This status can only be modified by a written document setting forth such modifications, signed by both me and an authorized representative of Community Care-A-Vans I further acknowledge that I am expected to abide by all agency rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the agency or otherwise restrict the right of either party to terminate the employment relationship.***

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