



Spaulding Academy & Family Services Employment Application

72 Spaulding Road, Northfield, NH 03276 ~ 603.286.8901 ~ www.spauldingservices.org

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

(PLEASE PRINT LEGIBLY)

Date of Application: _____

Position(s) Applied For: _____

Pay expected: _____

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

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ___ Yes ___ No

In case of emergency who 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 – You must meet the minimal educational requirements listed on the position description for which they are applying.

_____ 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, e-mail address and telephone number of three work-related (supervisor) references. We have an electronic reference checking process that you will be asked to participate in if you are selected for a position.
