



Hale House

BARNARD SERVICES

273 Clarendon Street, Boston, MA 02116 Fax: (617) 536-7480

HALE BARNARD CORPORATION APPLICATION FOR EMPLOYMENT

(Please print in ink)

Applicant Information

Full Name:

Last

First

Date:

MI

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Phone:

Email

Are you authorized to work in the U.S.? *NOTE: You must provide employment documentation* on or before your start date.* YES NO

Desired Salary: \$ _____

Have you ever worked for this organization?

YES NO

If yes, when? _____

Position You are Applying for: _____

Availability:

Full time Per Diem

I have open availability

If not:

Daytime Availability: M_T_W_Th_F_Sa_Su_

Evening Availability: M_T_W_Th_F_Sa_Su_

I am interested in:

Previous Employment

Company:

Phone/email:

Job Title:

Supervisor:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES

NO

Company:

Phone/email:

Job Title:

Supervisor:

From:

To:

Reason for Leaving:

Company:	_____	Phone/email:	_____
Job Title:	_____	Supervisor:	_____
From:	To:	Reason for Leaving:	

Education

School (Include City & State)	Type (High School, GED, College or Certificate)	Years Completed	Degree

References

Name	Telephone & Email	Current Title	Relationship to You

Equal Employment Opportunity

Hale Barnard does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender, ancestry, age, disability, handicap, pregnancy, genetics or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Disclaimer and Signature

I understand that this Hale Barnard does not discriminate and no question on this application is used for eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

Hale Barnard has been certified by the Massachusetts Department of Criminal Justice Information Services to obtain conviction records and information regarding pending court activity of volunteers and current and prospective employees in accordance with the law governing elder care. In compliance with state law, every Hale Barnard candidate must undergo a criminal background & security (CORI) check and no hiring decisions will be made until the results come back.

I expressly authorize 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 certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ **Date:** _____

*Acceptable employment documents include a current passport; or a combination of documents that demonstrate Employment Authorization (Social Security card, US Birth Certificate or others described on the USCIS For I 9) and Identification (Driver's license, Government/School ID, etc.) We cannot complete the hiring process without the original documents, according to Federal law.