

# Tri-Valley, Inc.

## Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name \_\_\_\_\_

Address \_\_\_\_\_ City/ State/ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell / Other Phone # \_\_\_\_\_

E-mail \_\_\_\_\_

Position (s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

**Referral Source** (Please check the appropriate category and list the source.)

Advertisement \_\_\_\_\_  Employee \_\_\_\_\_

Company's Website \_\_\_\_\_  School \_\_\_\_\_

Other \_\_\_\_\_  Government Employment Agency \_\_\_\_\_

If necessary, best time to call you is \_\_\_\_\_

Home  Cell / Other

May we contact you at work?  Yes  No

If **yes**, work number and best time to call:

\_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit?  Yes  No

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:

From \_\_\_\_\_ To \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Date available for work \_\_\_\_\_

Type of employment desired:  Full-Time

Part-Time  Temporary

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

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

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

Have you ever been bonded?  Yes  No

Have you entered into an agreement with any former employer or other party (such as a non-competition 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 \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates employed From Month / Year \_\_\_\_\_ To Month / Year \_\_\_\_\_  
Starting job title / final job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
May we contact for reference?  Yes  No  Later E-mail: \_\_\_\_\_  
Why did you leave ? \_\_\_\_\_  
Summarize the type of work performed & job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates employed From Month / Year \_\_\_\_\_ / \_\_\_\_\_ To Month / Year \_\_\_\_\_ / \_\_\_\_\_  
Starting job title / final job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
May we contact for reference?  Yes  No  Later E-mail: \_\_\_\_\_  
Why did you leave ? \_\_\_\_\_  
Summarize the type of work performed & job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

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Employer \_\_\_\_\_ Telephone # \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Dates employed From Month / Year \_\_\_\_\_ / \_\_\_\_\_ To Month / Year \_\_\_\_\_ / \_\_\_\_\_  
Starting job title / final job title \_\_\_\_\_  
Immediate supervisor and title (for most recent position held) \_\_\_\_\_  
May we contact for reference?  Yes  No  Later E-mail: \_\_\_\_\_  
Why did you leave ? \_\_\_\_\_  
Summarize the type of work performed & job responsibilities \_\_\_\_\_  
\_\_\_\_\_  
What did you like most about your position? \_\_\_\_\_  
What were the things you liked least about the position? \_\_\_\_\_

## Employment History (continued)

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

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 Qualifications

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

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_  Internet \_\_\_\_\_ Years: \_\_\_\_\_

Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

Presentation \_\_\_\_\_ Years: \_\_\_\_\_  Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information (include City & State).

**School** \_\_\_\_\_ Years Completed \_\_\_\_\_ Completed:  Diploma  GED

Degree \_\_\_\_\_  Certification \_\_\_\_\_  Other \_\_\_\_\_

GPA Class Rank \_\_\_\_\_ Major/Minor \_\_\_\_\_

**School** \_\_\_\_\_ Years Completed \_\_\_\_\_ Completed:  Diploma  GED

Degree \_\_\_\_\_  Certification \_\_\_\_\_  Other \_\_\_\_\_

GPA Class Rank \_\_\_\_\_ Major/Minor \_\_\_\_\_

**School** \_\_\_\_\_ Years Completed \_\_\_\_\_ Completed:  Diploma  GED

Degree \_\_\_\_\_  Certification \_\_\_\_\_  Other \_\_\_\_\_

GPA Class Rank \_\_\_\_\_ Major/Minor \_\_\_\_\_

## References

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

**Name** \_\_\_\_\_ Title \_\_\_\_\_ Relationship to You \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ # of Years Known \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_ Relationship to You \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ # of Years Known \_\_\_\_\_

**Name** \_\_\_\_\_ Title \_\_\_\_\_ Relationship to You \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ # of Years Known \_\_\_\_\_

## Related Information

To what job-related organization (professional, trade, etc.) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization \_\_\_\_\_ Office Held \_\_\_\_\_

Organization \_\_\_\_\_ Office Held \_\_\_\_\_

List special accomplishments, publications, awards, etc.

Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve, national guard or any other similarly protected status.

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, resumé 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 person, 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 30 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 or 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 or Director of Human Resources.

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.

**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 sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassments of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

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 (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, 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's Statement.

Print Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_