SAMPLE SUPPLEMENTAL WRITTEN APPLICATION FORM - MASSACHUSETTS¹

Now that you have filled out the initial written application form and been interviewed, we ask you to respond to the supplemental information requested below.

Handout 4

PERSONAL DATA:			Date: / /		
1.	Name:				
2.	Last Street:	Fir	rst	Middle	
	City:	State:	Zip Cod	e	
3.	Home Telephone:]	Mobile Telepho	one:	
CRIM	IINAL HISTORY:				
1.	Have you ever been convicted of a	felony?	Yes	No	
	If yes, please explain on th	ne reverse side of	this form.		
2.	Have you been convicted of a misdemeanor during the past five years? Exclude first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the pearYesNo				
	If yes, please explain on th	ne reverse side of	this form.		
3.	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)YesNo				
4.	If the answer to any of the above q than 5 years ago for any offense (o misdemeanors: drunkenness, simpl disturbing the peace). Years	other than a first co le assault, speedin	onviction for an ng, minor traffic	ny of the following	7
	If yes, please explain on the revers	se side of this form	1.		
Note:	An applicant for employment with answer "no record" with respect to appearances or convictions. In ad with respect to any inquiry relative adjudication in all cases of delingu complaint transferred to the super-	o an inquiry herein ldition, any applic e to prior arrests o vency or as a child	n relative to pr cant for employ or criminal cou d in need of ser	ior arrests, crimina ment may answer ' rt appearances and vice which did not	al court "no record" d result in a

necessarily disqualify you for the job for which you have applied.

¹ This form is only a suggested model, and does not constitute legal advice. The form should be tailored to each employer's unique situation, and the prevailing law. Consult with labor counsel before using this form. For more information, contact: David B. Wilson / Hirsch Roberts Weinstein LLP / (617) 348-4300 / dwilson@hrwlaywers.com

AGREEMENT: (Please read the following statements carefully).

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

Unless otherwise noted, I authorize this Company or its agent to investigate and/or verify all information in this supplemental application, including contacting all persons referenced herein. I hereby authorize my former employers and other third parties to release information pertaining to my background. In doing so, I hereby release them and the Company and its agents from all liability which may flow from the release of such information.

[OPTIONAL LANGUAGE IF APPLICABLE: I understand that employment with the Company will be subject to the results of a background check and that I will be required to sign a document authorizing such background check.] [I understand that if I am offered a position, such offer will be subject to my signing the Company's ______ Agreement.]

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 the Company will similarly enjoy the right to terminate my employment, at any time, <u>with</u> <u>or without cause</u>.

This at-will status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of the Company I further acknowledge that I am expected to abide by all Company rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Company or otherwise restrict the right of either party to terminate the employment relationship.

Signature: _____

Date: _____

Note: 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.