

**SAMPLE INITIAL WRITTEN APPLICATION**  
**FOR EMPLOYMENT - MASSACHUSETTS<sup>1</sup>**

***[NAME OF EMPLOYER]***

[Name of Employer] is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, ancestry, national origin, age, disability, handicap, pregnancy, genetics, veteran status or other protected status.

**PERSONAL DATA:**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

1. Name: \_\_\_\_\_  
*Last*                      *First*                      *Middle*
2. Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Home Telephone: \_\_\_\_\_ Mobile Telephone: \_\_\_\_\_
4. How Were You Referred To Us?  
\_\_\_\_ Newspaper Ad                      \_\_\_\_\_ Walk In                      \_\_\_\_\_ Agency  
\_\_\_\_ School                      \_\_\_\_\_ Employee                      \_\_\_\_\_ Other  
Name of Referral Source: \_\_\_\_\_
5. Are you legally authorized to work in the United States?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
*Note: If you are hired, you will be required to submit proof of legal right to work in the United States.*
6. Are you over 18 years of age?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No
7. If no, are you over 16 years of age?                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

**POSITION/AVAILABILITY:**

1. Indicate the position for which you are applying: \_\_\_\_\_
2. Type of employment desired:  

<b>Regular</b>	Full Time _____	Part Time _____
<b>Temporary</b>	Full Time _____	Part Time _____
3. Shift Desired    \_\_\_\_\_ Day    \_\_\_\_\_ Evening
4. Salary Desired \_\_\_\_\_
5. When could you start? \_\_\_\_\_
6. Have you ever worked for this Company before?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please specify date, facility/division and location: \_\_\_\_\_
7. Have you ever applied for employment with this Company before?    \_\_\_\_\_ Yes    \_\_\_\_\_ No  
If yes, please specify date, facility/division and location: \_\_\_\_\_

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<sup>1</sup> This sample application form is provided for educational purposes only and does not constitute legal advice. The form needs to be tailored to each employer's unique situation and applicable law at the time and in the location where it is used. Consult with labor counsel before using this form. For more information, contact: Catherine E. Reuben / Hirsch Roberts Weinstein LLP / (617) 348-4316 / [creuben@hrwlawyers.com](mailto:creuben@hrwlawyers.com)  
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**EMPLOYMENT HISTORY:**

1. List below the names of all your employers (you may list volunteer positions as well as paid positions, if you wish). List present employer or most recent employer first. You may use the reverse side of this application, if necessary.

EMPLOYER	ADDRESS	DATES OF EMPLOYMENT		REASON FOR LEAVING	TITLE/NATURE OF WORK	NAME/TITLE OF IMMEDIATE SUPERVISOR	REFERENCE CHECKED BY: [COMPANY USE ONLY]
		FROM:	TO:				

2. Are you employed now? \_\_\_\_\_Yes \_\_\_\_\_No  
 If yes, may we inquire of your present employer? \_\_\_\_\_Yes \_\_\_\_\_No

3. Do you have any commitments to another employer which might affect your employment with us?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Are you subject to any restrictive covenants from prior employment such as agreements to protect confidential or proprietary information or agreements not to compete? If so, please explain.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES:**

Provide the following information regarding 3 persons not related to you who have known you longer than 1 year:

NAME	ADDRESS AND TELEPHONE NO.	BUSINESS	YEARS ACQUAINTED	REFERENCE CHECKED BY: [COMPANY USE ONLY]
1.				
2.				
3.				

**EDUCATIONAL DATA:**

TYPE OF SCHOOL	NAME AND ADDRESS	MAJOR OR COURSE OF STUDY	GRADUATED (Y OR N)	DEGREE
High School:				
College:				
College:				
Graduate School:				
Trade/Business School:				
Other:				

Subjects of Special Study or Research Work: \_\_\_\_\_

**MISCELLANEOUS:**

1. Were you in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No
  - 1a. If yes, what Branch? \_\_\_\_\_
  - 1b. Dates of Duty? From: \_\_\_\_\_ To: \_\_\_\_\_
  - 1c. Rank at Separation: \_\_\_\_\_
  - 1d. Briefly describe your duties: \_\_\_\_\_

*Note: This Company does not discriminate on the basis of National Guard or Reserve Unit Duty obligations.*

2. Please list any other information you think would be helpful to us in considering you for employment, such as organizations, activities, accomplishments, computer skills, etc. **Exclude all information indicative of race, color, religion, sex, sexual orientation, gender identity/expression, ancestry, national origin, age, disability, handicap, pregnancy, genetics or other protected status.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**AGREEMENT: (Please read the following statements carefully).**

I certify that all information on this 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 application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. 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, with or without cause.** This 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.*