

JUSTICE RESOURCE INSTITUTE
545 BOYLSTON STREET, SUITE 700
BOSTON, MA 02116-3606
Tel: (617) 450-0500 \$ Fax: (617) 450-0501

APPLICATION FOR EMPLOYMENT

To the applicant:

We are requesting that all applicants under consideration for employment complete all sections of this application. The information is requested in recognition of the serious and sensitive nature of our work.

Applicants are considered for all positions based on their ability to do the job, and not on the basis of race, ethnic group, color, religion, sex, national origin, marital or veteran status, age, or handicap.

IDENTIFYING INFORMATION

Name: _____ Date of application: ____/____/____
Address: _____
Street City State Zip
Phone number: (____) _____ Social Security Number: ____ - ____ - ____ Are you over 18?

EMPLOYMENT DESIRED

Position applied for: _____ Shift: _____
Reason for applying: _____
If related to anyone in our employment, state name and department: _____
Referred by: _____
Have you ever been employed by Justice Resource Institute? Yes No If yes, give dates & location: _____
Date you are available: ____/____/____ Currently employed? Yes No

EDUCATION

Education	Name & Location of School	Years Completed	Major & Degree
High School			
College			
Graduate School			
Trade, Business or Correspondence School			

APPLICATION FOR EMPLOYMENT

Page 2

EMPLOYMENT HISTORY

Name of present/last employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Starting salary: _____ per _____

Leaving date (month/year): ____/____ Final salary: _____ per _____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? G Yes G No

Explain reasons/circumstances for changing or wanting to change job: _____

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Starting salary: _____ per _____

Leaving date (month/year): ____/____ Final salary: _____ per _____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? G Yes G No

Explain reasons/circumstances for changing or wanting to change job: _____

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Starting salary: _____ per _____

Leaving date (month/year): ____/____ Final salary: _____ per _____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? G Yes G No

Explain reasons/circumstances for changing or wanting to change job: _____

APPLICATION FOR EMPLOYMENT

Page 3

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Starting salary: _____ per _____

Leaving date (month/year): ____/____ Final salary: _____ per _____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? G Yes G No

Explain reasons/circumstances for changing or wanting to change job: _____

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Starting salary: _____ per _____

Leaving date (month/year): ____/____ Final salary: _____ per _____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? G Yes G No

Explain reasons/circumstances for changing or wanting to change job: _____

REFERENCES

Given below the names of three (3) persons not related to you, whom you have known at least one (1) year. Include the name of at least one (1) work related reference.

Name	Telephone Number	Business	Years Acquainted

APPLICATION FOR EMPLOYMENT

Page 4

MILITARY HISTORY

Service branch: _____

Date from: ___/___/___ to: ___/___/___

Rank & type of service: _____

Training/experience received: _____

OTHER CIRCUMSTANCES

I have read the job description for the position for which I am applying. I state that I am able to perform the duties of the position, in particular, the duties, if any, related to physical restraint or lifting of clients.

Yes No With accommodation. Please describe: _____

Have you ever been convicted of a felony? Yes No

In the last five (5) years, have you been convicted **more than once** for a misdemeanor involving drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace? Yes No

If the answer to either of the past two (2) questions is yes, please explain, giving the date, the offense, and the court in which convicted.

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that prove this if hired.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____

Date: ___/___/___
