



# Hale House

BARNARD SERVICES

273 Clarendon Street, Boston, MA 02116

**HALE BARNARD CORPORATION**  
**APPLICATION FOR EMPLOYMENT**  
*(Please print in ink)*

**1. EMPLOYMENT INFORMATION**

Name \_\_\_\_\_  
First Middle Last Date

Is there another name under which you have worked and/or attended school that we should use when making inquiries on your behalf? \_\_\_\_\_  
(other name)

Address \_\_\_\_\_  
Number Street Telephone Number

\_\_\_\_\_ \_\_\_\_\_  
City State Zip Code Length of Time at This Address

Telephone Number where you can be reached during the day \_\_\_\_\_

Best time to reach you \_\_\_\_\_.

**List your last three addresses, during the past five years. (Within the United States do not include Military Service)**

\_\_\_\_\_  
Street City State from (Date) To

\_\_\_\_\_  
Street City State from (Date) To

\_\_\_\_\_  
Street City State from (Date) To

**2. JOB INFORMATION**

Position applying for \_\_\_\_\_

Full-Time\_\_ Part-Time\_\_ If part-time, hours available \_\_\_\_\_

How were you referred to this agency?

Agency \_\_\_\_\_ School \_\_\_\_\_ Mail \_\_\_\_\_ Employee \_\_\_\_\_ Newspaper Ad \_\_\_\_\_  
Walk In \_\_\_\_\_ Other \_\_\_\_\_

Name (of agency, employee, newspaper) \_\_\_\_\_

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

Do you have the legal rights to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

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**3. EMPLOYMENT HISTORY**

\_\_\_\_\_  
(Company Name) (Job Title) Date From: \_\_\_\_\_  
To: \_\_\_\_\_

\_\_\_\_\_  
(Address) (Supervisor) (Phone #)  
Full-time  
Part-time

\_\_\_\_\_  
(Job Duties) (Reason for Leaving)

\_\_\_\_\_  
(Company Name) (Job Title) Date From: \_\_\_\_\_  
To: \_\_\_\_\_

\_\_\_\_\_  
(Address) (Supervisor) (Phone #)  
Full-time  
Part-time

\_\_\_\_\_  
(Job Duties) (Reason for Leaving)

If you are now employed, may we contact your present employer?  
\_\_\_\_\_ immediately \_\_\_\_\_ after offer of employment

May we contact former employers? \_\_\_\_\_ Yes \_\_\_\_\_ No

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#### 4. EDUCATION RECORD

NAME	ADDRESS	CITY	STATE	Major Course Year Completed	Circle last: Month & Year	If Graduated or Subject DEGREE
High School Or Preparatory				1	2	3 4
Business School				1	2	3 4
College				1	2	3 4
Graduate Work				1	2	3 4

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#### 5. SECURITY INFORMATION

In answering the following questions, you may omit any information or answer "no record" with regard to any conviction for which there is a sealed record on file with the Commissioner of Probation. You should also omit first convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

1. Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No if yes, give dates and details:
2. Have you been convicted of a misdemeanor within the last five years? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. If your answer to question 2 above is yes, or if you have been convicted of a felony within the last five years, give the date and details of any misdemeanor for which you were convicted more than five years ago.

**PLEASE READ BEFORE SIGNING**

**(If you have any questions regarding this statement, please ask the employment interviewer before signing.)**

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this law shall be subject to criminal penalties and civil liability. For this reason Hale Barnard uses only legally permissible means to investigate the truthfulness of statements made by employees and applicants for employment.

Hale Barnard is committed, in accordance with applicable law, to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants, without regard to race, color, religious creed, national origin, ancestry, sex, marital status, sexual preference, age, handicap or status as a disabled or Vietnam-era veteran.

I understand that any offer of employment may be conditioned upon a medical examination by a doctor selected by Hale Barnard, to which I hereby consent.

I understand that upon employment I must provide proof of employment authorization and proof of identity. Failure to do so in accordance with federal specifications will result in immediate employment termination.

In the event of my employment by Hale Barnard Corporation, I will comply with all rules and regulations as set forth in company policy manuals and other communications to employees, as they may be changed from time to time.

I agree to give Hale Barnard two weeks' notice of resignation, but understand that my employment is for no stated term and is subject to termination at the will of Hale Barnard.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. **I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IN THIS APPLICATION MAY RESULT IN DENIAL OF EMPLOYMENT OR IMMEDIATE DISMISSAL.**

I hereby acknowledge that I have read, understand and consent to the above statements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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For Office Use Only

Date Received \_\_\_\_\_

Logged in \_\_\_\_\_

Supervisor \_\_\_\_\_

**PLEASE COMPLETE ONE FORM FOR EACH SCHOOL YOU HAVE ATTENDED**

For the purpose of determining by eligibility for employment by Hale Barnard, I hereby authorize the following educational institution to provide any records relating to my academic record, class standing, graduation and attendance record to Hale Barnard Corporation or to any person, firm or entity acting as the agent for said Corporation.

Name of School \_\_\_\_\_

Street or Mailing Address \_\_\_\_\_

\_\_\_\_\_  
City State Zip

High School \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate School \_\_\_\_\_

Accounting/Business School \_\_\_\_\_ Nurse's Aide Training \_\_\_\_\_

Nursing School \_\_\_\_\_ Computer Training Program \_\_\_\_\_

Dates Attended \_\_\_\_\_

Year Graduated \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent if under 18

Hale Barnard Corporation hereby certifies that the records indicated above are to be used for the purpose of determining the eligibility of the applicant for employment. This form may be retained with your file on the applicant for inspection by the student or parents of the students.

Hale Barnard

By: \_\_\_\_\_

**AUTHORIZATION**

I hereby authorize Hale Barnard Corporation, its employees and agents, including Standard research, inc., to make inquiry of and request information from, any individuals, present and former employers, schools and colleges, credit bureaus, and any other entities that may possess information concerning me or that may be custodians or records relating to me. I also authorize the above-described sources to release all information requested, including employment dates, duties and subjective evaluations, and I hereby release those sources from any liability for doing so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

**REFERENCE RELEASE FORM**

I hereby authorize Hale Barnard to make employment and/or reference inquiries it deems necessary in connection with my employment application to the below listed individuals. I authorize and instruct any person listed below to compile and furnish any information it may have or obtain in response to employment. I authorize this document to be reproduced by a copy machine and/or faxed. All information obtained shall remain confidential and will not be used for any other purpose.

<b><u>NAME</u></b>	<b><u>COMPANY</u></b>	<b><u>TELEPHONE #</u></b>	<b><u>Email</u></b>
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Reference 1:

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Reference 2:

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Reference 3:

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## **APPLICATION FOR EMPLOYMENT**

All applicants are asked to complete a standard employment application form; each applicant's qualifications will be screened, and his/her references checked. Misleading or false information given by an applicant, and the omission of material information that should be stated, may result in dismissal.

Hale Barnard has been certified by the Criminal History Systems Board 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, in order to be employed at Hale Barnard every candidate must undergo a criminal background & security check and no hiring decisions will be made until the results come back.