

Application for Employment

- Email: Imarcotte@vnaofme.org ■ Fax: 781-224-9867
- Mail: Human Resources, VNA of Middlesex-East, 607 North Avenue, Suite 17, Wakefield, MA 01880

Personal

Name _____

Present Address _____

City _____ State _____ Zip _____

Phone () _____

Are you legally eligible for employment in the United States? Yes No

(Proof of eligibility will be required upon employment)

Are you over 18? Yes No If No, state your age _____

Position(s) applied for _____ Rate of pay expected \$ _____

Full Time Part Time Per Visit Days Evenings Weekends

Have you previously worked for VNAME Yes No

If Yes, when? _____ Who was your supervisor? _____

If your application is considered favorably, on what date will you be available to work? _____

Please list any friends or relatives working for the VNAME _____

Education

Name and Location of School	Number of Years Completed	Did You Graduate?	Certificate Diploma Degree
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High School 1 2 3 4 Yes No

Location _____ Course of Study _____

College 1 2 3 4 Yes No

Location _____ Course of Study _____

Other 1 2 3 4 Yes No

Location _____ Course of Study _____

Other specialized training or skills (First Aid, CPR, technical training, etc.) _____

Are you able to do the essential job functions of the position for which you have applied with or without reasonable accommodation? Yes No

(NOTE: Many of our positions have physical requirements; please discuss any concerns at your interview)

Application for Employment (continued)

Employee History

Please list below all present and past employment, beginning with your most recent employer.

Company Name	Phone ()	
Address		
City	State	Zip
Supervisor's Name	Supervisor's Title	
Dates employed: ____/____/____ to ____/____/____	Final Rate of Pay \$	
Reason for Leaving		
Job title and a brief description of your duties		

Can we check references? Yes No

Company Name	Phone ()	
Address		
City	State	Zip
Supervisor's Name	Supervisor's Title	
Dates employed: ____/____/____ to ____/____/____	Final Rate of Pay \$	
Reason for Leaving		
Job title and a brief description of your duties		

Can we check references? Yes No

Company Name	Phone ()	
Address		
City	State	Zip
Supervisor's Name	Supervisor's Title	
Dates employed: ____/____/____ to ____/____/____	Final Rate of Pay \$	
Reason for Leaving		
Job title and a brief description of your duties		

Can we check references? Yes No

Application for Employment (continued)

References

List two prior employers or direct supervisors who can comment on your abilities and work performance.

1 Name	Phone ()
Relationship	Email
2 Name	Phone ()
Relationship	Email
3 Name	Phone ()
Relationship	Email

Notice to Applicant – Please read and sign below.

I certify that the information provided by me in this application is true and complete. I acknowledge that my failure to provide accurate and complete information on this application may disqualify me for employment and if employed by the VNA of Middlesex-East it will be grounds for immediate discharge. I further acknowledge that, if employed by the VNAME, my employment will be “at will” and that either VNA of Middlesex-East or I may terminate my employment at any time for any lawful reason. I understand that the first three (3) months of employment is considered an Introductory Period for both the VNA-ME and the employee.

I understand that, if offered employment, the offer will be subject to satisfactory replies from my references, a medical examination, TB testing, and criminal records (CORI) check.

I authorize VNA of Middlesex-East to obtain information from all previous employers. I release all of my previous employers and all their employees, representatives, officers, directors and agents from any claims arising out of or in any way connected with the disclosure to VNA of Middlesex-East of information from my personnel files or any other information pertaining to my employment.

Signature of Applicant _____ Date: _____

Massachusetts’ General Laws c149s10b “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.”

Massachusetts’ General Laws c151B defines: “genetic information” as any written record or explanation of a genetic test of a person’s family history, with regard to the presence, absence or variation of a gene. A genetic test is broadly defined as “any test of DNA, RNA, mitochondrial DNA, chromosome or proteins for the purpose of identifying genes or genetic abnormalities”. The law expressly excludes drug and alcohol tests from this definition, meaning that employers may continue to conduct such tests in accordance with existing legal requirements.

These new statutory provisions specifically prohibit employers from (1) termination or refusing to hire individuals on the basis of genetic information; (2) requesting genetic information concerning employees, applicants or their family members; (3) attempting to induce individuals to undergo genetic tests or otherwise disclose genetic information; (4) using genetic information in any way that affects the terms and conditions of an individual’s employment; or (5) seeking, receiving or maintaining genetic information for any non-medical purpose.

Signature of Applicant _____ Date: _____