

# Nantucket Inn and Conference Center

## Application for Employment

Applicants are considered for all positions without regard to genetic information, national origin, color, religion, race, age, sex, marital or veteran status, or the presence of a non-job related medical condition or handicap.

(Please Print)

Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:  Advertisement  Friend/Relative  Walk-In  Other

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip Code)

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

If employed and you are under 18, can you supply us with a work permit?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

Are you a foreign national that requires a work visa to be legally employed in this country?  Yes  No  
What type? \_\_\_\_\_ Expiration: \_\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

On what date would you be available for work? \_\_\_\_\_ End Date: \_\_\_\_\_

Are you available to work:  Seasonal  Part Time- AM  Part Time- PM  Full Time/Year Round  
M T W T F S S M T W T F S S

Have you been convicted of a felony within the last 7 years?  Yes  No

If yes, please explain \_\_\_\_\_

Give three references who are not related to you and are not previous employers

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Summarize special skills and qualifications

**Education**

|                 | Elementary |   |   |   |   | High |    |    |    | College/University |   |   |   | Graduate/Professional |   |   |   |
|-----------------|------------|---|---|---|---|------|----|----|----|--------------------|---|---|---|-----------------------|---|---|---|
| School Name     |            |   |   |   |   |      |    |    |    |                    |   |   |   |                       |   |   |   |
| Years Completed | 4          | 5 | 6 | 7 | 8 | 9    | 10 | 11 | 12 | 1                  | 2 | 3 | 4 | 1                     | 2 | 3 | 4 |
| Diploma/Degree  |            |   |   |   |   |      |    |    |    |                    |   |   |   |                       |   |   |   |
| Course of Study |            |   |   |   |   |      |    |    |    |                    |   |   |   |                       |   |   |   |
| Training/Skills |            |   |   |   |   |      |    |    |    |                    |   |   |   |                       |   |   |   |

**Employment Experience**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color religion, sex or national origin.

| Employer   | Dates Employed     |       | Work Performed |
|------------|--------------------|-------|----------------|
| Address    | From               | To    |                |
| Job Title  | Hourly Rate/Salary |       |                |
| Supervisor | Start              | Final |                |
| Telephone  | Reason for Leaving |       |                |

| Employer   | Dates Employed     |       | Work Performed |
|------------|--------------------|-------|----------------|
| Address    | From               | To    |                |
| Job Title  | Hourly Rate/Salary |       |                |
| Supervisor | Start              | Final |                |
| Telephone  | Reason for Leaving |       |                |

| Employer   | Dates Employed     |       | Work Performed |
|------------|--------------------|-------|----------------|
| Address    | From               | To    |                |
| Job Title  | Hourly Rate/Salary |       |                |
| Supervisor | Start              | Final |                |
| Telephone  | Reason for Leaving |       |                |

**Agreement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not a contract of employment and that no verbal promises regarding employment are binding on the employer and that I am employed "at will" and may be terminated at any time. I understand that the employer has the right to change conditions of employment, job responsibilities and benefits at its discretion. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand, also, that I am required to abide by all rules and regulations of the company.

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

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.