

APPLICATION FOR EMPLOYMENT

Federal Management Co., Inc.

Federal Management Co., Inc. 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, marital status, ancestry or national origin, age, mental or physical disability, pregnancy, genetic information, veteran or military status, or any other characteristic protected by law.

PERSONAL DATA:

Date: ____ / ____ / ____

- Name: _____
Last First Middle
- Street: _____
City: _____ State: _____ Zip Code _____
- Home Telephone: _____ Mobile Telephone: _____
- Email Address: _____
- How Were You Referred To Us?
____ Newspaper Ad ____ Walk In ____ Agency
____ School ____ Employee ____ Other
Name of Referral Source: _____

PLEASE NOTE: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

POSITION/AVAILABILITY:

- Indicate the position for which you are applying: _____
- Type of employment desired:
Regular Full Time _____ Part Time _____
Temporary Full Time _____ Part Time _____
- Shift Desired ____ Day ____ Evening
- Salary Desired _____
- When could you start? _____
- Have you ever worked for this Company before? ____ Yes ____ No
If yes, please specify date and location: _____
- Have you ever applied for employment with this Company before? ____ Yes ____ No
If yes, please specify date, facility/division and location: _____

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 TELEPHONE NUMBER	DATES OF EMPLOYMENT ----- FROM: TO:		REASON FOR LEAVING	TITLE/NATURE OF WORK	NAME/TITLE OF IMMEDIATE SUPERVISOR	STARTING AND ENDING SALARY

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 professional references** 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. 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. (You need not disclose information indicative of race, color, religion, sex, sexual orientation, gender identity/expression, marital status, ancestry or national origin, age, mental or physical disability, pregnancy, genetic information, veteran or military status, or any other characteristic protected by law.)

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 understand 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 Federal Management Co., Inc. 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 the references, schools, and employers listed in this application to release information concerning my education, my previous employment, my job performance and any pertinent information they may have about me. In doing so, I hereby release Federal Management Co., Inc. and its agents from all liability for any damage that may result from the release of such information.

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 Federal Management Co., Inc. 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 Federal Management Co., Inc. I further acknowledge that if I am hired, I will be 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 Federal Management Co., Inc. 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.