



# North Hill

Greater Boston's Premier Retirement Community

# Employment Application

NORTH HILL IS COMMITTED TO A POLICY OF NONDISCRIMINATION AND EQUAL OPPORTUNITY FOR ALL EMPLOYEES AND QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, AND RELIGIOUS CREED. NATIONAL ORIGIN, ANCESTRY, SEX, AGE, DISABILITY, VETERAN'S STATUS OR SEXUAL ORIENTATION.

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 liabilities. Massachusetts General Laws c.149519B.

FOR HUMAN RESOURCES USE ONLY

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Interview date: \_\_\_\_\_

Physical date: \_\_\_\_\_

Hire date: \_\_\_\_\_

Employment status \_\_\_\_\_

## PERSONAL INFORMATION

(Please Print all Information)

Name: First	Middle	Last	Date:	Social Security No:
Address: Street	City	State	Zip	Telephone Number (     )

How did you hear of our company?

Newspaper     Agency     Employee Referral     Website    Name of Employee \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_ Shift: \_\_\_\_\_

Are you available?

Days     Evenings     Nights     Weekends  
 FT (32-40)     PT (20-31)     PT (19 or less)     Per Diem

Approximate salary requirements?

Have you previously applied for a position at North Hill?     Yes     No

Have you ever been employed by North Hill?     Yes     No

If yes, Give dates:

Have you ever been convicted of a felony?     Yes     No

If so, explain:

If you are under 18, can you present a work permit?     Yes     No

Are you legally authorized to perform work in the United States?     Yes     No

**Complete the next two lines if application is for a position in which driving is required**

Driver's License No., & State \_\_\_\_\_

Has your license ever been suspended or revoked?     Yes     No

If yes, Why? \_\_\_\_\_

## MILITARY HISTORY

Branch of Service \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

What was the nature of your principal service assignment?

## SPECIAL SKILLS

List any special skills which you feel amplify your qualifications for employment \_\_\_\_\_ Computer Skills: \_\_\_\_\_

## EMPLOYMENT HISTORY

(Describe most recent position first)

IMPORTANT – List each employer whether or not it appears relevant to position for which you are applying. You may also include any verifiable volunteer work.

May we contact your past employer for a reference?  Yes  No

May we contact your present employer for a reference?  Yes  No

## PRESENT OR LAST EMPLOYER

Name of Employer	Address(Street, City, State, Zip)	Telephone (     )
Supervisor's Name & Title	Your Title	Employed (Month/Year) From:                      To:
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Salary Starting \$		Ending \$

Reason for leaving:

## NEXT PREVIOUS EMPLOYER

Name of Employer	Address(Street, City, State, Zip)	Telephone (     )
Supervisor's Name & Title	Your Title	Employed (Month/Year) From:                      To:
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Salary Starting \$		Ending \$

Reason for leaving:

## ACADEMIC TRAINING

Schools Attended	Graduated	
High School:	<input type="checkbox"/> YES <input type="checkbox"/> No	Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No GED: <input type="checkbox"/> Yes      Where Earned?
College:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major:                      Minor
Graduate School:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Degree Major:                      Minor
Other Training:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional Registration or License Number:



I understand that employment at North Hill is at will. In other words, I understand that if I am employed by North Hill, either North Hill or I may terminate my employment at any time, with or without cause. I understand that nothing I may be told nor any document that I may receive will be constructed to change the at-will nature of my employment.

I authorize North Hill to obtain a consumer report concerning me for purposes of my possible employment by North Hill. Should I become employed by North Hill, I authorize North Hill to obtain a consumer report concerning me at any time during my employment. I understand that a "consumer report" includes but is not limited to a report concerning creditworthiness or criminal records. To the fullest extent permitted by law, I release any person who provides information or opinions concerning me to North Hill from any liability associated with the disclosure of that information or opinion.

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which do not result in a complaint transferred to the Superior Court for criminal prosecution.

I understand that North Hill shall condition an offer of employment on the results of a medical examination. I am willing to take such an examination. I understand that the physician will be designated by and acting on behalf of North Hill. The purpose of the exam will be to determine whether, with reasonable accommodation, I am capable of performing the essential functions of the job which may be offered to me and, therefore, I understand that the physician may share some medical information with North Hill.

---

APPLICANT'S STATEMENT (Please read carefully)

I certify that I have read and understand this application.

I certify that all answers given herein are true and complete. I understand that any misrepresentation or omission of information on this application may be reason for immediate dismissal. **I hereby give North Hill permission to check my reference except those which I have specifically excluded in writing from this approval.**

---

Signature of applicant

---

date

---

DO NOT WRITE BELOW THIS LINE

---

To be completed by Human Resources:

Position:

Starting Date:

Department

Hours/Week

Shift

Special Conditions of employment

Hourly Rate

---

**DISCLOSURE TO APPLICANTS REGARDING  
CONSUMER REPORT USED FOR EMPLOYMENT PURPOSES**

In connection with your application for employment with North Hill or, if you become employed here, at any time during your employment with North Hill, a consumer report on you may be obtained for employment purposes. For these purposes, a "consumer report" includes, but is not limited to, an investigation of credit worthiness or check of criminal records.

By signing the accompanying employment application, you authorize North Hill to procure a consumer report on you to be used for employment purposes now and at any time during your employment with North Hill.