



Since 1898

D.H. ADAMS CO., INC.

100 Thomas Street
Worcester, MA 01608-1286
Phone: 508-753-1491
Phone: 1-800-439-1491
Fax: 508-753-4802

APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

POSITION APPLYING FOR: _____

PERSONAL DATA

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Telephone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: **Yes** **No**

If applicable, please list your visa type, visa # and expiration: _____

How or by Whom were you referred? _____

Have you applied here before? **Yes** **No** If yes, give dates: _____

If hired and under 18, can you furnish a work permit? **Yes** **No** **I am over 18**

Have you ever been convicted of a felony? **Yes** **No**

If you answered yes, please explain:

Last Name: _____ First Name: _____ Middle Initial: _____

Employment History:

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Education

High School

Name and Address

Did you graduate? Yes No **Attended from** _____ **to** _____.

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No **Attended from** _____ **to** _____.

Degree or Certification: _____ **Specialty:** _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No **Attended from** _____ **to** _____.

Degree: _____ **Major:** _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No **Attended from** _____ **to** _____.

Degree: _____ **Major:** _____

Special honors or awards: _____

Last Name: _____ First Name: _____ Middle Initial: _____

References

Professional References

Please list three professional references who can verify your work history and performance. References should not be relatives and at least two must have directly supervised you at some time in your work history.

1. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

2. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

3. Name of Supervisor _____ Title _____

Company Name and Address _____

Company Phone Number (include area code and extension) _____

Personal References

Please list two personal references (must not be a relative).

1. Name and Address _____

Phone Number _____ Occupation _____

Years Acquainted _____ How do you know this individual? _____

2. Name and Address _____

Phone Number _____ Occupation _____

Years Acquainted _____ How do you know this individual? _____

Last Name: _____ First Name: _____ Middle Initial: _____

Position Information

Position Specifications

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? **Yes** **No**

When would you be able to start? _____

Skills

Please describe any skills you have in the following areas:

Computer: _____

Languages Spoken (other than English):

Other:

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date** _____