



Application for Employment

All portions of this application must be completed. Incomplete applications will not be considered for employment.

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Have you ever applied or been employed by Worcester Communities? Yes No

If yes, When: _____

Referred to this job by: Advertisement Friend Relative Other

Do any friends or relatives work here? Yes No If yes, please name: _____

If you are a student, what are the number of courses you are taking this term? _____

Do you plan to return to school? Yes No When? _____

Education	Name and Location of School	Years	Degree	Major
High School				
College				
Trade				
Certifications				

Special Skills: _____

How long can you work for Worcester Communities? Estimate: _____

Are you on lay-off and subject to recall? Yes No

What position are you applying for? _____

If hired, what from of transportation will you use to get to and from work? _____

Available between the hours of _____ and _____. I can work: M-F Su-Th Weekends

How many hours of work do you desire? _____

If hired, I can start _____ (Date) What rate of pay are you seeking? _____

Employment Experience

Presently Employed? Yes Full-time? Part-time? No

I work from _____ AM / PM to _____ AM / PM

Please start with your present or last job. List each job held: including military service assignments.

Employer _____ Date Started _____ Ended _____
Address _____ City _____ State _____
Job Title _____ Wages Started _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Reason for leaving _____

Employer _____ Date Started _____ Ended _____
Address _____ City _____ State _____
Job Title _____ Wages Started _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Reason for leaving _____

Employer _____ Date Started _____ Ended _____
Address _____ City _____ State _____
Job Title _____ Wages Started _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Reason for leaving _____

Employer _____ Date Started _____ Ended _____
Address _____ City _____ State _____
Job Title _____ Wages Started _____ (hr) Ending _____ (hr)
Supervisor _____ Work Performed _____
Reason for leaving _____

Release Form

As a part of our hiring process, Worcester Communities or the client of Worcester Communities, may conduct a background check on applicants. To do so, we must have the information requested below. Be sure to include all information requested. Your hiring process may be delayed, or you may miss a hiring deadline, if we are unable to complete a background check in a timely manner.

First Name _____ MI _____ Last Name _____

Maiden Name _____

Current Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Permanent Address _____

Drivers License # _____ State _____

Social Security # _____ Date of Birth _____

Previous Addresses

*Please list all Cities/States where you have lived or worked during the last seven years.

From (year)	To (year)	City	State

Authorization for Release of Information

Worcester Properties/Trak-1 Technology have my permission to conduct a background check which may include a criminal conviction check, a driver history check, current and former employment history, credit check, Social Security number verification, educational records and similar background information.

Signature _____ Date _____

Professional References

For references please use former employers, co-workers, business associates, teachers, etc. Do not list relatives or friends as a reference.

References	Name	Years	Phone Number	Relationship
1				
2				
3				
4				
5				

Please read before signing

I understand that consideration for employment is contingent on the results of a reference and background check. I authorize Worcester Communities to investigate the truthfulness of all statements made on this application and to contact my current and former employers, other listed references, or any other persons who can verify information. Current and past employers will be asked about my work history, attendance, performance, ability to work unsupervised, reason for leaving and eligibility for rehire. I further authorize all contacted persons and current and former employers to provide information concerning this application, my background and suitability for employment, and I release each such person, from liability for providing such information. I further authorize Worcester Communities to discuss the results of any investigation with all of their employees who are involved in the hiring process.

Signature _____ Date _____

I certify that the information contained in this application is correct to the best of my knowledge, and understand that falsifications and / or omissions in any detail is grounds for disqualification from consideration for employment, or if hired, for dismissal from employment. I further understand that, if hired, my employment and compensation can be terminated, with or without cause, at any time, at the option of either myself or the company. Worcester Properties would expect 14 working days notice of your voluntary resignation. This is required to be eligible for consideration for rehire.

Signature _____ Date _____

All applicants are seriously considered for employment, as positions are available. Worcester Communities is an equal opportunity employer. We do not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, physical or mental disability. If we are considering a possible placement, we will notify you to come back in for a personal interview. If you do not hear from us within 60 days from today's date you will need to re-apply. Thank you!

DO NOT WRITE BELOW THIS LINE

Manager _____ Date _____

Department _____ Position _____

Approved _____ Start Date _____