

**Latham Centers, Inc.**  
**1646 Main St.**  
**Brewster, MA 02631-9998**

Latham Centers, Inc. is a private, non-profit agency. Our mission is to assist individuals who are behaviorally and developmentally challenged to achieve their potential as responsible members of their community.

## Application for Employment

Please complete the entire application. Incomplete applications may not be considered for employment. Latham Centers promotes equal treatment and equal employment opportunity to all applicants and employees regardless of race, creed, color, national origin, sex, religion, age, marital status, sexual orientation, veteran status or disability unless based on a bona fide occupational qualification.

### PERSONAL INFORMATION

Position desired:		Application Date:	
Last Name	First Name	Middle	
Address	City	State	Zip Code
Home Telephone	Cell Telephone	Social Security Number	
Emergency Contact	Relationship	Phone	
How did you hear about us?			
Email address:			

1. Have you ever applied for work with LCI before? \_\_\_\_\_ yes \_\_\_\_\_ no  
 If yes, give date of previous application \_\_\_\_\_
2. Have you ever been employed by LCI before? \_\_\_\_\_ yes \_\_\_\_\_ no  
 If yes, give date of previous employment \_\_\_\_\_
3. Does your Visa/immigration status prevent you from legal employment in this country? \_\_\_\_\_ yes  
 \_\_\_\_\_ no. Proof of citizenship or immigration status will be required upon employment, consistent with federal law.
4. On what date are you available to work? \_\_\_\_\_
5. Are you applying for: \_\_\_\_\_ full time work \_\_\_\_\_ part time work \_\_\_\_\_ internship
6. Are you currently on "lay off" status and subject to recall? \_\_\_\_\_ yes \_\_\_\_\_ no
7. Can you travel if the job requires it? \_\_\_\_\_ yes \_\_\_\_\_ no
8. During the last 10 years, were you fired from a job for any reason, did you quit after being told you would be fired, and/or did you leave by mutual agreement? \_\_\_\_\_ yes \_\_\_\_\_ no

*Latham Centers, Inc. is an equal opportunity provider, and employer.*

9. Have you been convicted of a felony? \_\_\_\_\_yes \_\_\_\_\_no record  
 (Conviction will not necessarily disqualify an applicant from employment).

An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” to an inquiry herein relative to prior arrests or criminal court appearances. 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 did not result in a complaint transferred to the superior court for criminal prosecution.

An applicant for employment should not include a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five or more years prior to the date of application, unless the applicant has been convicted of any offense within five years immediately preceding the date of application.

**REFERENCES**

At the appropriate point in the interview process, three professional references will be requested from applicants.

**EDUCATION**

Name and location of College(s) or University(ies) Attended	Degree Granted	Date Received
Name and location of High School Attended	Diploma Granted	Date Received
Business, Trade or Technical School Attended	Certification Granted	Date Received

Describe specialized training, apprenticeship skills and extra curricular activities: \_\_\_\_\_

\_\_\_\_\_

Describe honors received and/or professional affiliations: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY**

Start with your present job and include last three jobs. You must complete all information requested. You may include as part of your employment history any verified work performed on a volunteer basis.

Employer	From-To (Mo/Yr)	Telephone
Address		Job Title
Supervisor		
Reason for Leaving		
Salary	Number of hours per week worked	

Employer	From-To (Mo/Yr)	Telephone
Address		Job Title
Supervisor		
Reason for Leaving		
Salary	Number of hours per week worked	

Employer	From-To (Mo/Yr)	Telephone
Address		Job Title
Supervisor		
Reason for Leaving		
Salary	Number of hours per week worked	

Your former employers may be called unless the reasons for not doing so are indicated here:

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Describe any pertinent certifications, registrations or licenses you hold \_\_\_\_\_

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Summarize special job-related skills and qualifications acquired from employment or other experience that may be helpful in considering your application: \_\_\_\_\_

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### **APPLICANT'S STATEMENT**

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 as may be necessary in arriving at an employment decision.

I release any and all persons and parties contacted about my qualifications for employment from any and all claims or damages arising from the furnishing of information. I understand that false or misleading information given or information omitted in my application or interview(s) will be cause for denial of employment or sufficient cause for discharge, regardless of when or how discovered. I understand also that I am required to abide by all rules and regulations of the employer.

Signature: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

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.\*\*\*