

# Chatham T Co., Inc

## Application for Employment

THE CHATHAM T COMPANY, INC. IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT ON ANY BASIS PROHIBITED BY LAW.

**If you need assistance in completing the application, please let us know so that we can discuss a reasonable accommodation**

### PERSONAL INFORMATION

Social Security Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Name**  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

---

**Present Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Street \_\_\_\_\_

---

**Permanent Address** \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Street \_\_\_\_\_

---

**Telephone No.** (day) \_\_\_\_\_ (evening) \_\_\_\_\_ Are you 18 Years or Older? Yes \_\_\_\_\_ No \_\_\_\_\_

---

How or by whom were you referred? \_\_\_\_\_

Are you either a U.S. Citizen or an Alien authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**If hired, you will be required to submit, as a condition of employment, proof of your identity and legal work authorization within 3 business days.**

### EMPLOYMENT DESIRED

**Position** \_\_\_\_\_ **Date you can start** \_\_\_\_\_

---

**Have you ever applied to Chatham T before?** \_\_\_\_\_ **Can you work nights?** \_\_\_\_\_ **Can you work weekends and holidays?** \_\_\_\_\_  
 \_\_\_ Yes \_\_\_ No. \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Yes  
 If yes, give dates. \_\_\_\_\_ \_\_\_\_\_ **No**

---

**Type of Hours:** \_\_\_ Full Time \_\_\_ Part Time

### EDUCATION

Name, Location of School	No. of yrs. attended*	Did you graduate?*	Subjects Studied
High School:		Yes / No	
College:			
Graduate, Trade, Business, Night or Correspondence School:			
Academic honors, awards or special recognition or extra-curricular activities:			

# Chatham T Co., Inc

\*Do not provide dates. State and Federal laws prohibit discrimination on the basis of age

**GENERAL**

Subjects of Special Study/Research:

Summarize Special Working Skills:

Do you have friends or relatives working here?  Yes  No  
 IF yes, give names and positions:

If applicable: U.S. Military or Naval Service Status:  active  inactive

**EMPLOYMENT HISTORY**

Please complete in full even if you have a resume. List the last three employers, starting with the last one first. You may include military service or any verified work performed on a volunteer basis.

Name and Address of Employer, include Contact Person or Supervisor	Salary (optional)	Dates Employed and Position	Reason for Leaving
1.  Contact and Telephone No.			
2.  Contact and Telephone No.			
3.  Contact and Telephone No.			

Which of these jobs did you like best?

Why?

**REFERENCES:**

Give the names of three references, preferably 2 professional and 1 personal, not related to you, whom you have known for at least one year.

Name	Address and Telephone No.	Professional	Personal
1.			
2.			
3.			
In case of emergency notify:			

# Chatham T Co., Inc

1.			
2.			

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 and civil liability.

## APPLICANT'S STATEMENT

1. I understand that the receipt of this application does not imply that I will be employed.
2. I certify that the answers given in this application are true and complete to the best of my knowledge. I understand that false or misleading information given in my application or interview(s) may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.
3. I authorize representatives of **Chatham T** (the "Company") to verify the statements and information on this application, other documentation that I have provided, and other areas that may include prior employment, consumer credit, motor vehicle history and other reports, and obtain pertinent information from my previous employers, references, and other persons with knowledge of my work history and background. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all previous employers or other persons having knowledge of myself or my record to release such information to the Company or its agents. I fully release the Company and all persons who provide pertinent information in connection with the request for and release of such information from any liability resulting from the verification process.
4. I further understand and acknowledge that, if hired, any employment relationship with this Company is of an "at-will" nature, which means that I may resign at any time and the Company may discharge my employment at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by a corporate officer of the Company. No manager, supervisor or other individual at the Company has authority to make a commitment of guaranteed or continuing employment to you, and no document or publication, including handbooks and policy manuals of the Company should be interpreted to make such a guarantee.

My signature certifies that I have read and agree with the above statements.

Applicant Name and Signature: \_\_\_\_\_ Date \_\_\_\_\_