

# Millennium Die Group Application for Employment

(PLEASE PRINT)

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Applicants for employment are considered without regard to race, creed, color, religion, sex, sexual orientation, gender identity or expression, transgendered status, pregnancy or childbirth or pregnancy related condition, marital status, arrest and/or conviction record, genetic information or results of genetic testing, national origin or ancestry, age, and present or past history of mental disability, mental retardation, learning or physical disability (including but not limited to blindness), use or nonuse of lawful products off the employer's premises during nonworking hours, military or veteran status, or being a member of the Reserves or National Guard. Also, it is unlawful in Massachusetts and Wisconsin 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.

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Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Referral Source:  Friend  Relative  Walk-In  Advertisement  Employment Agency  
 On-Line  Company Web Site  Other: \_\_\_\_\_

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

Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip

Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Are you under 18?  Yes  No

If employed and you are under 18, can you furnish a work permit?  Yes  No

Have you filed an application here before?  Yes  No

If yes, give date \_\_\_\_\_

Have you ever been employed here before?  Yes  No

If yes, give dates \_\_\_\_\_

Are you employed now?  Yes  No

May we contact your present employer?  Yes  No

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation?  Yes  No

On what date would you be available for work? \_\_\_\_\_ Are you available to work  
 Full Time  Part Time  Shift Work  Temporary  Over Time

(Proof of authorization to work and of your identity will be required upon employment)

COMPLETE THIS SECTION ONLY IF CHECKED

Indicate what languages (including English) you speak, read, and/or write.

FLUENTLY

GOOD

FAIR

Speak \_\_\_\_\_

Read \_\_\_\_\_

Write \_\_\_\_\_

### REFERENCES

Give name, address, and telephone number of three references who are not related to you. (Previous employers preferred)

NAME

ADDRESS

PHONE NUMBER

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### Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

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## Employment Experience

Start with your most recent job. You may elect to include military service assignments. Provide any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, gender identity or expression, transgendered status, marital status, genetic information, national origin, age, and disability, military, or veteran status, or being a member of the Reserves or National Guard.

Employer	Phone		Work Performed
Address	FAX		
City, State, Zip	Email		
Job Title	Dates Employed		
Supervisor	Start Date	End Date	
Reason for Leaving			

Employer	Phone		Work Performed
Address	FAX		
City, State, Zip	Email		
Job Title	Dates Employed		
Supervisor	Start Date	End Date	
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Employer	Phone		Work Performed
Address	FAX		
City, State, Zip	Email		
Job Title	Dates Employed		
Supervisor	Start Date	End Date	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Education

	Elementary	High School	College/University	Graduate/Professional
Name of School				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities				

Honors Received:

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Required notice for Massachusetts employers making criminal inquiries at any point during the application process:

An applicant for employment with a record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 of the General Laws may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 of the General Laws may answer 'no record' to an inquiry herein relative to prior arrests, criminal court appearances, juvenile court appearances, adjudications, or convictions.

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. An applicant for employment with a record expunged 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.

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this company/organization. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either me or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this company/organization.

AGREEMENT: I certify that the information of on this application is true, complete, and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Notify candidate that we run background checks on all who apply to work with us.  Yes

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Signature of Applicant Date

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**FOR HUMAN RESOURCE DEPARTMENT ONLY (Applicants stop here)**

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A. Arrange Interview  Yes  No

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	Interviewer	Date
Offer made: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Offer: _____
Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No		Employment Start Date: _____
Job Title: _____	Department: _____	Compensation _____ Salary/ Hourly Rate

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B.

After offer is accepted, remind candidate that offer is subject to results of a background check and that an email will arrive asking permission to do this. This email must be replied to, permitting the check to be run. Any delay may alter the employees join schedule.

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C.

Verify the following: Home address  Email address  Phone

Collect the following: Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Agree on: Start date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Report Time: \_\_\_\_\_ : \_\_\_\_\_

Job title: \_\_\_\_\_ Reporting to: \_\_\_\_\_

Company representative: \_\_\_\_\_ Date: \_\_\_\_\_