



Beverly Children's Learning Center, Inc.  
Comprehensive Child Care and Family Resource Programs  
550 Cabot Street, Beverly, MA 01915

## APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap. (Do not include any information that would reveal race, religion, physical handicap, marital status, or ancestry.)

*(Please Print)*

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

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

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Job Posting \_\_\_\_\_ Other

If you have a friend or relative that works for BCLC list name(s): \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

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

Phone Number: \_\_\_\_\_  
Area Code

Have you filed an application here before? \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_ Yes \_\_\_\_ No Date: \_\_\_\_\_

Are you a citizen of the United States?: \_\_\_\_ Yes \_\_\_\_ No

If not, do you have the legal right to work in the U.S.?: \_\_\_\_ Yes \_\_\_\_ No

Identification will be requested upon hire.

Are you available to work?: \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Shift Work

Do you have a car for employment use if a job requires it?: \_\_\_\_ Yes \_\_\_\_ No

Are you willing to obtain a 7D license?: \_\_\_\_ Yes \_\_\_\_ No

Are you willing to obtain a CDL license? \_\_\_\_ Yes \_\_\_\_ No

Are you a veteran of the U.S. military service?: \_\_\_\_ Yes \_\_\_\_ No

Are you at least 21 years of age?: \_\_\_\_ Yes \_\_\_\_ No

What foreign languages do you speak, read, and/or write?: \_\_\_\_\_

**"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." Mass. Gen. Laws, Chapter 149, Section 19B.**

*AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER*

3-5-08

## Employment Experience

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. (Exclude groups which indicate race, color, religion, sex, national origin, or branch of the military service.)

1. Employer:	<b>Dates</b>	<b>Work Performed</b>
Address:	<b>From</b> <b>To</b>	
Job Title:	<b>Hourly Rate/Salary</b>	
Supervisor:	<b>Starting</b> <b>Final</b>	
Reason for Leaving:		
2. Employer:	<b>Dates</b>	<b>Work Performed</b>
Address:	<b>From</b> <b>To</b>	
Job Title:	<b>Hourly Rate/Salary</b>	
Supervisor:	<b>Starting</b> <b>Final</b>	
Reason for Leaving:		
3. Employer:	<b>Dates</b>	<b>Work Performed</b>
Address:	<b>From</b> <b>To</b>	
Job Title:	<b>Hourly Rate/Salary</b>	
Supervisor:	<b>Starting</b> <b>Final</b>	
Reason for Leaving:		
4. Employer:	<b>Dates</b>	<b>Work Performed</b>
Address:	<b>From</b> <b>To</b>	
Job Title:	<b>Hourly Rate/Salary</b>	
Supervisor:	<b>Starting</b> <b>Final</b>	
Reason for Leaving:		

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

Summarize special skills and qualifications acquired from employment or other experience:


## Availability

(Please list the times that you are available to work. BCLC is open Monday through Friday from 7:00 a.m. – 600 p.m.)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

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COMMENTS:

# Education

(Do not list dates of graduation.)

	Elementary	High School	College/University	Graduate/Professional
School Name:				
Years (Circle) 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:

State any additional information you feel may be helpful to us in considering your application.

Give the name, organization and phone number of three job-related references not related to you.
1.
2.
3.

Why did you choose to seek employment with BCLC?

## Agreement

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 for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Beverly Children's Learning Center, Inc.

Signature of Applicant	Date

(For Office Use Only)

Degree Verification For All Professional Staff: \_\_\_\_\_

## CRIMINAL CONVICTIONS

After reading the following, which is required by law to be stated in this application, please answer the three questions below.

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. 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." Mass. Gen. Laws, Chapter 276, Section 100A.

Note also, before answering, that Beverly Children's Learning Center, Inc., does not discriminate against otherwise qualified applicants solely because of criminal conviction. However, Beverly Children's Learning Center, Inc. does not tolerate false statements in this or any other part of this application. Note also that Beverly Children's Learning Center, Inc. will conduct a criminal records check on all new employees pursuant to Mass. Gen. Laws, Chapter 6, Section 172.

1. Have you been convicted of a felony within the past ten years? ( ) Yes ( ) No
2. Have you been convicted within the past ten years of a misdemeanor other than the following?  
misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace? ( ) Yes ( ) No

(Note: You may answer "No" to this question as to any conviction for a misdemeanor where (1) the date of such conviction or completion of any period of incarceration resulting from conviction, whichever date is later, occurred five or more years prior to the date of this application, and (2) you have not been convicted of any criminal offense within the five year period immediately prior to the date of this application.)

3. Have you been convicted more than once within the past ten years of the following misdemeanors?  
drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace?  
( ) Yes ( ) No

(Note: You may answer "No" to this question as to any conviction for a misdemeanor where (1) the date of such conviction or completion of any period of incarceration resulting from conviction, whichever date is later, occurred five or more years prior to the date of this application, and (2) you have not been convicted of any criminal offense within the five year period immediately prior to the date of this application.)

If the answer to questions 1, 2, or 3 is yes, please explain, giving the date, the offense, and court in which convicted.


4. Have you ever been the subject of a child abuse/neglect investigation (whether in this or any other state)?  
( ) Yes ( ) No

If yes, please explain in detail, giving the dates, the allegations, the agency conducting the investigation, and the outcome of the investigation.


I, \_\_\_\_\_, solemnly swear that I have never been convicted of a crime and do not have a record of child abuse or child sexual abuse. I understand that I do not need to include, in this statement, any conviction for a minor traffic violations.

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Applicant's Signature

Date

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Witness' Signature

Date

# HEAVY LIFTING RELEASE

I, \_\_\_\_\_, declare that I have not in the past had an accident that restricts my ability to lift a heavy load (sixty pounds or less), nor do I presently have a physical condition that restricts my ability to lift a heavy load (sixty pounds or less.)

Further, I understand that if a load of sixty pounds is to be lifted, I will get assistance and not attempt to lift the load by myself.

Further, I hereby release the Beverly Children's Learning Center, Inc. from any liability in connection with my lifting a load or child (weighing sixty pounds or more) by myself.

Signature:

Date:

*Note: The average weight of a ten-year-old child in the United States is seventy pounds.*