

BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Date: _____
 Name: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone: _____ Mobile Phone: _____
 Email: _____
 Are you 18 years or older? Yes _____ No _____
 Do you have the legal right to work in the United States? Yes _____ No _____

DESIRED EMPLOYMENT

Position Desired: _____
 Date you can start: _____ Salary Desired: _____
 Please fill in the days/hours you are NOT available to work:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Time							

How many hours per week desired? _____
 Are you currently employed? Yes _____ No _____
 • If yes, may we contact your present employer? Yes _____ No _____
 Have you ever applied to this organization before? Yes _____ No _____
 • If yes, which department and when? _____
 Have you ever worked for this organization before? Yes _____ No _____
 • If yes, which department and when? _____
 • Reason for leaving: _____
 • Name of supervisor at this company: _____
 Who referred you to this organization? _____
 How did you find out about our job opening? _____

 Do you know anyone currently working at Berkshire South? Yes _____ No _____
 • If yes, who? _____

NOTE: Employment at Berkshire South is contingent upon passing a CORI background check.

BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER
 www.berkshiresouth.org • 15 Crissey Road, Great Barrington, MA 01230 • 413.528.2810
 a non-profit community organization

EMPLOYMENT HISTORY

List below your last four employers, starting with the most recent first.

Date: Month/Year	Name/Address/Phone of Employer	Supervisor	Position	Salary	Reason for Leaving
From: To:					
From: To:					
From: To:					
From: To:					

EDUCATION

School Level	Name/Location of School	# Years Attended	Did you Graduate?	Selected Studies
High School				
College				
Trade, Business, Correspondence School				

REFERENCES

Name	Address	Business	Phone #	# Years Acquainted

GENERAL INFORMATION

Subjects of special study or research work: _____
Special Training: _____
Special Skills: _____
Certifications: _____
U.S. Military Service: _____ Rank _____

TELL US ABOUT YOURSELF!

Please tell us more about yourself by answering the following questions.

1. How can you help build community?
2. What keeps you going in life?
3. Do you have any hobbies? What are they?
4. What does "effectiveness" mean to you?
5. Do you have any special skills that you would like to share?
6. What is your greatest pet-peeve?
7. What are your greatest goals in life?

AT WILL EMPLOYMENT

Berkshire South Regional Community Center is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation, or working conditions.

Berkshire South is an "at will" employer. This term means that the employer or employees may terminate employment at any time with or without notice and for any reason, and that the length of employment is considered indefinite. This application is not a contract, neither explicit nor implied between Berkshire South and its applicants or employees.

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from all liability for any damage that may result from utilization of such information.

Also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Signature: _____ Date: _____

INTEROFFICE ONLY

Date of Interview: _____

Interviewed by: _____

Position Interviewed for: _____

If hired, Start Date: _____