



# GREENFIELD Community College



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**Employment Application**  
❧ An Equal Opportunity/Affirmative Action Employer ❧

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

## PERSONAL

Last Name	First	Middle	Social Security Number
Street Address		Town/City	State      Zip Code
(      ) -		/ (      ) -	
Area Code—Telephone Number		Notify in Emergency—Name and Telephone Number	
Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		If no, what type of Visa? _____	
Have you ever been employed under a different name? If so, please state name here: _____			

## JOB INTEREST

Position Applying For	Salary Desired	Date Available for Work
Have you ever been employed at the College? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, date and position held: _____		
What prompted you to apply for employment at the College? <input type="checkbox"/> Newspaper <input type="checkbox"/> Referral <input type="checkbox"/> Internal Posting		
<input type="checkbox"/> Website (Please identify) _____ <input type="checkbox"/> Other Source _____		
Other positions for which you feel you are qualified? _____		

**It is the policy of Greenfield Community College not to engage in unlawful discrimination on the basis of race, color, gender, religion, ethnic or national origin, age, personal disability, veteran status, or sexual orientation. The College operates under an affirmative action plan and encourages under-represented individuals to apply, both in terms of employment and to all the right, privileges, programs and activities generally accorded or made available to its students. This policy is in compliance with applicable federal, state and local statutes, ordinances and regulations.**

## EDUCATION

*(If more room is needed, please use an additional sheet of paper.)*

### High School:

Name & Location	Program	Graduated? (Y/N)
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### College:

Name & Location	Degree	Major	Graduated? (Y/N)
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Name & Location	Degree	Major	Graduated? (Y/N)
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### Other Business, Apprentice or Vocational School:

Name & Location	Program	Graduated? (Y/N)
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**EMPLOYMENT HISTORY**—(Employment history may include any verified work performed on a volunteer basis.)  
Begin with the most recent first and account for any lapses in work. If résumé contains information, please state SEE RÉSUMÉ on appropriate line. *(If more room is needed, please use an additional sheet of paper.)*

#### 1.

Name of Employer	Address	Employment Dates: From—To
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Describe Major Job Duties

Wages or Salary	Reason for Leaving	Name/Title of Immediate Supervisor
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#### 2.

Name of Employer	Address	Employment Dates: From—To
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Describe Major Job Duties

Wages or Salary	Reason for Leaving	Name/Title of Immediate Supervisor
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#### 3.

Name of Employer	Address	Employment Dates: From—To
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Describe Major Job Duties

Wages or Salary	Reason for Leaving	Name/Title of Immediate Supervisor
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#### 4.

Name of Employer	Address	Employment Dates: From—To
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Describe Major Job Duties

Wages or Salary	Reason for Leaving	Name/Title of Immediate Supervisor
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**RELEVANT JOB SKILLS**

Typing WPM \_\_\_\_\_ Computer Skills: (Please specify computers used and related software applications.)

Give a brief description of the related skills for the position you are applying for. Include relevant equipment (not listed above) you are capable of operating.

Are you a veteran of the US Military?  Yes  No

Have you ever been convicted of a serious felony within the last five years?  Yes  No (An applicant with a sealed record on file with the commissioner of probation may answer “no record” with respect 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. A conviction is a court ruling where the party is found guilty as charged. A conviction record will not be a bar to employment, depending on such factors as your age at the time of the crime, seriousness of the crime, and the nature of the crime in relations to the position you are applying for.) If yes, please explain:

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.


**Notification of Request for CORI**

**Criminal Offense Record Investigation (CORI) Requirement**

I understand that if I am hired by Greenfield Community College, I may be required to sign a release to initiate a Criminal Offense Record Investigation (CORI) report. I understand that a criminal record check may be conducted for conviction and pending criminal case information only and that it has the potential to disqualify me. In such an event, I could appeal the decision. My signature below indicates that I understand this notification.

Signature of Applicant

Date



Personnel Data Records at Greenfield Community College are kept as required by the Commonwealth of Massachusetts Fair Information Practices Act, and Privacy and Confidentiality Regulations of the Massachusetts Board of Higher Education.

As an applicant for employment, we want you to know that we may request letters, statements of recommendation, or evaluations from listed references, former employers, educational settings, etc. This information will be used by a Search Committee or the Director of Human Resources along with the Supervisor of the vacant position to assist in selecting candidates for positions.

#### **Applicant's Statement**

I certify that all 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. I release from all liability any persons, companies, institutions, organizations and schools supplying such information. I understand that false or misleading information given or significant omissions made by me in this application or during interview(s) may be sufficient cause for denial of employment or discharge.

I understand that this application is not and is not intended to be a contract of employment or promise of any future benefits.

If I receive an offer of employment, I consent to take any physical examination(s) that may be required by the college. I understand, also, that I would be required to abide by all rules and regulations of the college.

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Signature of Applicant

Date