

# Employment Application

**NorthStar Learning Centers**  
 53 Linden Street, New Bedford, MA 02740  
 Phone: 508-984-3384

NorthStar Learning Centers assures equal opportunity and public access in all its policies regarding employment and the provision of services. All employment decisions will be based on individuals' competence and qualifications to perform their designated duties, and not on the basis of their race, color, religion, sex, genetic information, marital status, national origin, age, disability, sexual orientation, genetic information, or any other reason protected as a class by federal, state or local law. Any person who needs assistance in fully participating in the employment application process should contact the NorthStar Learning Centers' Business Office. NorthStar Learning Centers is an equal opportunity/affirmative action employer.

Employment applications are considered legal documents. Therefore, applicants should read all application questions carefully and answer them honestly, completely, and directly.

Date: \_\_\_\_\_ What position are you applying for? \_\_\_\_\_

Name: \_\_\_\_\_ Are you under 18 years of age?  Yes  No

Address: \_\_\_\_\_  
(Street/PO Box) (City) (State/Zip)

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

How were you referred to NorthStar Learning Centers? \_\_\_\_\_

Were you previously employed by NorthStar Learning Centers?  Yes  No If so, from when to when? \_\_\_\_\_

**Education:**

	Name of school, city, state	Years attended or year certificate or degree granted	Diploma/degree
High School			
College			
Graduate School Professional			
Teaching or other professional certifications or licenses			

**Other skills and abilities:**

	Are there any languages besides English that you can speak, read, and/or write?		
	Fluent	Good	Fair
Speak			
Read			
Write			

Do you have any other training, skills, or achievements that are relevant to this position? \_\_\_\_\_

**Employment history:** Please account for the last three positions you have held. Start with your present or most recent employer. You may attach your resume.

1. Employer name and address:		Work reference for this position: (Supervisor's name and phone number)
Title/duties:		
Dates worked:	Salary/hourly pay:	Reason for leaving:
2. Employer name and address:		Work reference for this position: (Supervisor's name and phone number)
Title/duties:		
Dates worked:	Salary/hourly pay:	Reason for leaving:
3. Employer name and address:		Work reference for this position: (Supervisor's name and phone number)
Title/duties:		
Dates worked:	Salary/hourly pay:	Reason for leaving:

**Personal references:** If you cannot provide three work-related references, please identify other persons (such as former teachers, counselors, mentors, or clergy) who can provide you with a personal reference:

1. Contact name:	Years known:
How does this person know you?	Telephone/contact info:
2. Name:	Years known:
How does this person know you?	Telephone/contact info:
3. Name:	Years known:
How does this person know you?	Telephone/contact info:

**Criminal history:** Please see note below (\*) below before answering and signing.

Have you ever been convicted of a criminal offense?  Yes  No – No Record

If "Yes," please state the date(s) of the charge(s) and final dispositions(s): \_\_\_\_\_

<p>* Under Massachusetts law, you may answer "No – No Record" if any of the following apply:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> You have never been convicted for a violation of a criminal statute.</li> <li><input type="checkbox"/> You have a first (single) conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, or disturbing the peace.</li> <li><input type="checkbox"/> You have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than 5 years before the date of this application and you have not been convicted of a criminal offense within this 5-year period.</li> <li><input type="checkbox"/> You have a felony or misdemeanor conviction, which has been sealed under Massachusetts law.</li> <li><input type="checkbox"/> You have juvenile delinquency or child in need of services complaints that were not transferred to Superior Court for prosecution.</li> </ul>
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**Criminal records:** We obtain criminal record information about all prospective employees, including former employees seeking rehire, through the state’s Criminal Offender Record Inquiry (CORI) system. We may also conduct an out-of-state criminal records check. Employment will be conditional upon the results of the criminal records check.

While persons who have certain kinds of criminal histories are unsuitable for employment within the agency, we will fairly treat people with criminal records in our hiring procedures. We will make individual determinations about job applicants, including the relevance of a criminal record. We will consider evidence of rehabilitation, including education, volunteer experience, prior employment, and references from previous employers, community leaders, and others.

**Employment of minors:** NorthStar Learning Centers is subject to certain child labor provisions regarding the employment of persons under the age of 18. An Employment Permit or Educational Certificate may be required, depending on your age.

**Pre-employment medical information:** Offers of employment for certain kinds of jobs are conditional upon a satisfactory physical examination and/or pre-employment drug test.

**Lie detector tests:** State law prohibits employers from requiring or administering a lie detector test as a condition of employment or continued employment.

**Authorization to work:** All persons hired must submit proof of their eligibility to work. Failure to submit such proof will result in denial of employment.

**References and record verification:** All information provided by the applicant during the hiring process is subject to verification by NorthStar Learning Centers. We will take whatever steps we deem necessary to contact current and previous employers, individuals listed as references, other individuals, schools and/or licensing authorities to provide information and/or to verify or clarify information provided.

**Acceptance of application:** This application is not a contract of employment. Acceptance of this application by NorthStar Learning Centers does not imply that the applicant will be employed. The hiring process is not complete until all required documents and verifications have been completed and received. Any offer of employment is contingent upon completion of the hiring process.

**Please sign below. Before signing, be sure to carefully read and complete all parts of this employment application.**

I have read and understand the above information. I verify that the information that I have provided in this application is true and complete. I understand that any false or incomplete statements in this application, my resume, or other written materials or made during interviews will be grounds for denial of employment or immediate termination of employment if I am hired.

I authorize NorthStar Learning Centers to take whatever steps it deems necessary to obtain information about me. I release my present and former employers and all individuals contacted for information about me from any and all liability for damages arising from furnishing the requested factual information.

I acknowledge that, if hired, I will be an at-will employee, unless otherwise stated in a labor agreement provision. I understand that my at-will employment relationship with the agency means that I will be free to quit my employment at any time, for any reason, without notice and that the agency may discharge me without notice or cause. I further understand that no representative of the agency, other than the Executive Director, has authority to change the terms of at-will employment and that any such change can occur only in a written contract.

I further understand that, if I am hired, my continued employment may require at any time health exams, criminal record checks, driving records, checks for valid and current licenses or certificates, or other job-related verifications.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_