



Quaboag Valley Community Development Corporation

23 West Main Street, Suite #1, Ware, MA 01082
413-967-3001 www.qvcdc.com

Employment Application

1. **Position Applied For:** _____

3. **Full legal Name:** _____
Last Name
First
Middle

4. **Home Phone:** () Business Phone ()

5. **Cell Phone:** Cell phone: () Email Address: _____

6. **Street Address:** _____
 _____ P.O. Box: _____
 City State Zip

7. **Education:**

7a. Highest school grade completed: 6 7 8 9 10 11 12 Is this a GED? Yes No

7b. Number of years of post high school education: 1 2 3 4 5 6 7 8 9 10

8. **Name and Location of Educational Institution beginning with highest level/degree**

Degree Received Major / Specialty Dates Attended

8a.	Degree Received	Major / Specialty	Dates Attended
_____	_____	_____	_____
8b.			
_____	_____	_____	_____
8c.			
_____	_____	_____	_____

9. **If you plan to complete an educational program in the future, then indicate the degree or program and the date.**

9a. Completion Date: _____

10. **Work Experience:** Start with the most recent work experience. Include relevant employment, military or volunteer experience.

10a. Job Title _____
 Employer Name _____
 Employer Address _____

 _____ Phone _____

Supervisor / Manager _____
 Title _____
 Final Salary _____
 Dates (Month/ Year) _____ To _____
 Hours/week _____

Job Duties:

Reason for leaving

10b. Job Title _____
 Employer Name _____
 Employer Address _____

 _____ Phone _____

Supervisor / Manager _____
 Title _____
 Final Salary _____
 Dates (Mo/ Year) _____ To _____
 Hours / Week _____

Job Duties:

Reason for leaving _____

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills:

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number	Granted by (licensing board)

13. **References:**
 List the full name, address, phone number of three persons (not relatives) that you'd like to use as a reference:

Full Name	Address	Phone Number	Email

14. **Miscellaneous Information:**
- 14a. What times of the day are you available (check all that apply): 8-12 am 12 – 5 PM Evenings Weekends
 Please specify any limitations (days, hours, etc.) to your availability:
- 14b. Are you willing and able to travel within the Quaboag and SWCCDC regions? No Yes
15. Are you legally eligible for employment in the United States? Yes No.

16. **Start Date:** When will you be available to begin your assignment?

17. **Application Certification:**

I hereby certify that all entries on this application and any attachments are true and complete. I understand that all information on this application is subject to verification. I agree that you may contact references and educational institutions listed on this application.

Dated _____ Applicant Signature _____