



Meeting Street  
1000 Eddie Street  
Providence, RI 02905

## APPLICATION FOR EMPLOYMENT

Please complete entire application

### Basic Information

Position Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Referral Source:

Email Address: \_\_\_\_\_

Advertisement

Employee

Other

Walk-In

Private Employment Agency

Relative

Government Employment Agency

(Example: Name of person, Prov. Journal, Boston Globe, Monster, MS web site, did field work here, etc.)

Name or source (if applicable): \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: ( ) - \_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State: \_\_\_\_\_

If you are under 18, can you furnish a work permit?  Yes  No

Are you legally eligible for employment in this country?  Yes  No

(Proof of U.S. citizenship or immigration status will be required upon employment)

When are you available for work? \_\_\_\_\_

Type of employment desired:  Full Time  Part Time  Temporary

Seasonal  Educational Co-Op

Are you able to meet the attendance requirements of the position?  Yes  No

Have you ever been bonded?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No

(Such conviction may be relevant if job related, but does not bar you from employment)

If yes, explain

\_\_\_\_\_

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

## Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Please explain any gaps in employment in the comment section below.

***Do not refer us to your resume – this section must be filled in to make your application complete.***

***Can we contact your current employer?***     Yes     No

Job Title:	Description of Duties:		
Employer:	Telephone: (    )    -		
City:	State:	Zip:	<u>Dates Employed</u>
Immediate Supervisor and Title:	From	To	
Reason for leaving:	<u>Final Hourly Rate/Salary</u>		
	\$	Per	
Job Title:	Description of Duties:		
Employer:	Telephone: (    )    -		
City:	State:	Zip:	<u>Dates Employed</u>
Immediate Supervisor and Title:	From	To	
Reason for leaving:	<u>Final Hourly Rate/Salary</u>		
	\$	Per	
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Immediate Supervisor and Title:	From	To	
Reason for leaving:	<u>Final Hourly Rate/Salary</u>		
	\$	Per	
Job Title:	Description of Duties:		
Employer:	Telephone: (    )    -		
City:	State:	Zip:	<u>Dates Employed</u>
Immediate Supervisor and Title:	From	To	
Reason for leaving:	<u>Final Hourly Rate/Salary</u>		
	\$	Per	

Comments: \_\_\_\_\_

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## Skills and Qualifications

List any special skills and qualifications acquired from employment, special accomplishments, publications or awards. Exclude information, which would reveal sex, race, religion, national origin, age, disability or other protected status.

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## Educational Background

List last three (3) schools attended, starting with the last one. Include number of years completed, degree or diploma earned, if any, grade point average or class rank and major and minor field of study (if applicable).

School	# of years completed	Degree/Diploma	GPA/Class Rank	Major/Minor

List any foreign language(s) and check the box that best describes your skill level.

Please include your proficiency level in each language area:  Basic  Intermediate  Fluent

Language	Read	Write	Speak

List professional, trade, business or civic associations and any offices held. Exclude memberships, which would reveal sex, race, religion, national origin, age, disability or other protected status.

Organization	Office Held

**Narrative**

In three or more sentences, write a paragraph telling us why you should be hired by our agency.

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**References**

List name and telephone number of references. (S=Supervisor, C=Co-worker, SB=Subordinate, P=Personal)  
Please include at least two (2) supervisors.

Name	Position/ Title	Code	Telephone	Years Known
			( ) -	
			( ) -	
			( ) -	
			( ) -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause or cancellation of this application and/or separation from Meeting Street Center's (the Agency) service if I have been employed. I understand that my employment with the Agency is "at will" and that I may terminate the employment relationship at any time for any reason and the Agency reserves the same right. I understand that no representative of the Agency has the authority to make any assurance to the contrary.

I give the Agency the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Agency and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that the Agency is an Equal Opportunity Employer. The Agency does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing applicant's consideration for employment on a basis prohibited by local, state or federal law.

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Signature of Applicant

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Date