



# Employment Application

Date: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last Name First Name MI*

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

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

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

Are you legally eligible for employment in the USA?  Yes  No

Are you under the age of 18?  Yes  No

Do you have a valid driver's license?  Yes  No

Position(s) applying for: \_\_\_\_\_

Were you previously employed by us?  Yes  No *If yes, when:* \_\_\_\_\_

Have you previously applied for a position with us?  Yes  No *If yes, when:* \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

HMEA, Inc. is an equal opportunity employer and is committed to the principles of affirmative action. If you would like your application to be considered as part of our Affirmative Action Program, please check where appropriate:

Disabled  Vietnam Era Veteran  Minority  Other

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Course of Study: \_\_\_\_\_ Did you graduate?  Yes  No

If No, do you have a G.E.D.?  Yes  No

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

Degree: \_\_\_\_\_ Did you graduate?  Yes  No

If No, number of years completed:  1  2  3  4

Other Academic Work, Training, Licenses, or Certifications (ex: CPR, MAP, CNA, RN) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**It is illegal for an employer to require or administer a lie detector test as a condition of employment or continued employment. Any employer who violates this may be subject to criminal or civil penalties.**

## Work Experience

Please list below your previous three employers, beginning with the most recent. Please use the space provided for comments to explain any gaps in employment, or if you have less than five years of work experience.

Company Name: \_\_\_\_\_

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

Position Held: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Salary at termination: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Position Held: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Salary at termination: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

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

Position Held: \_\_\_\_\_

From: \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ Salary at termination: \$ \_\_\_\_\_

COMMENTS:

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List three references from previous work experience whom we may contact:

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Telephone Number*

The agency does not request you furnish, and will not make or keep a record of any criminal information prohibited by Mass. General Law c.151B, section 4(9)

I hereby give HMEA the right to make a thorough investigation of my past employment, education and activities and release from all liability all persons, companies and corporations supplying such information. I indemnify HMEA against any liability, which might result from making such investigation. I understand that any false answer or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between HMEA and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon HMEA unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that HMEA retains a similar right.

If you do not understand any information given or questions asked in this application, please ask for an explanation.

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*Applicant's Signature*

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*Date*

## **Employment Process**

It is the policy of HMEA, Inc. to provide all job applicants with equal employment opportunities without regard to national origin, race, color, sex, religious creed, political affiliation, sexual orientation or disability, except where age, sex or physical requirements are essential occupational qualifications necessary for job performance. Individuals are to be selected on the basis of overall qualifications and every effort is made to employ the most qualified applicant.

Any applicant for employment or any employee who believes that employment, promotion, training, transfer, salary adjustment or salary increment was denied him or her, or that demotion, transfer, lay-off or termination was forced on him or her because of unlawful discrimination may initiate a grievance hearing as defined in the Personnel Policies and Procedures Manual under "Grievance Procedure," following The Affirmative Action Policy statement.

It is the policy of HMEA, Inc., not to hire those persons with prior convictions or employment history of abuse, neglect or exploitation of children, the elderly or people with mental or physical disabilities. This agency has been required by the Department of Mental Retardation to perform Criminal Offender Record Information (C.O.R.I.) checks on applicants for employment. A computer check with the Board of Probation is required for all candidates applying for positions. The information is requested only for the purpose of verifying the information you will be providing concerning any criminal record you may have. Conviction of a crime is not an automatic ban to your employment. All circumstances will be considered in making a decision on your application. In addition to the criminal check, a request will be made of the Disabled Persons Protection Commission (DPPC) to provide information regarding any substantiated charges of abuse made against you. All circumstances regarding substantiated charges will be considered in making a decision on your application. However, HMEA also reserves the right to terminate immediately the employment of anyone with substantiated charges confirmed by DPPC.

Applications for employment are to be submitted to the hiring supervisor for an initial screening interview. Applicants may be asked to return for a second interview. References are required and will be reviewed prior to any hiring decision. Previous employment will also be verified and employers will be contacted.

A new employee is hired on a three-month probationary status. In order to attain regular employment status a direct care employee must complete Orientation within the first three months of employment. During the initial probationary period, an employee may be terminated for any reason. After said probationary period, an employee may be terminated with cause as defined in the Personnel Policies and Procedures Manual.

An HMEA employee who is promoted to a new position is also on a three-month probationary status. An HMEA employee who moves into a new position on a lateral transfer or downwards will be placed on a probationary status for a six-week period. Already scheduled earned time (of up to one week maximum) may be used during this probationary period, pending the normal approval process.

A review of the employee's performance is conducted at the end of the probationary period and a decision is made as to regular employment.