

**The Option Institute**  
**International Learning and Training Center**

# EMPLOYMENT APPLICATION

NOTE: Complete this form only if applying for the apprenticeship method of training.  
 It is the policy of the Option Institute to consider all applications without regard to race, creed, color, religion, sex, sexual orientation, marital status, national origin, age, disability, Vietnam era or other veteran status, being a member of the Reserves or National Guard or the results of any genetic testing.

## Personal Data

Full Name: \_\_\_\_\_ SS#: \_\_\_\_\_ - -  

Last
First
M.I.

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

Street Address
Apartment/Unit #
  
 \_\_\_\_\_  

City
State
ZIP Code

Home Phone ( ) - Business Phone ( ) -

Are you over the age of 18?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please state your date of birth: _____	Are you eligible for employment in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Do you have any time restrictions placed on your eligibility for employment in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what restrictions?			

**Note:** If hired, you are required by law to submit proof of identity and eligibility to work in the U.S.

Have you ever been hired by the Option Institute?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give dates and positions: _____			
Do you have any friends/ relatives employed by The Option Institute?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, give name(s) & relationship(s): _____			
Are you capable of performing the essential functions of the job for which you are applying with reasonable accommodation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no please describe below: _____			

Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please describe in detail below: _____			
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**Note:** Disclosure of a criminal record will not necessarily disqualify you from employment; the nature of the offense, date and the position for which you are applying will also be considered.

## Education Data

	Name and Address of School Attended	Dates Attended (From – To)	Type of Degree/ Diploma Received	Major/Minor Fields of Study
High School				
College/ University				
Graduate School				
Other				

List all honors or scholarships received: \_\_\_\_\_

## References

List (with address and phone number) the names of three persons familiar with your character, ability, or education for more than one year. Please do not include friends or relatives

Full Name: \_\_\_\_\_ Phone Number: (    )    - \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Phone Number: (    )    - \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Phone Number: (    )    - \_\_\_\_\_

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

## Employment

Please list all employment starting with your most recent position. Attach an additional sheet of paper if necessary.

Company Name & Address:								
Position/Title/Duties:								
Supervisor's Name/Title/Telephone #:						(    )    -		
Dates of Employment	From:		To:		Starting Salary:	\$	Ending Salary:	\$
Reason For Leaving:								

Company Name & Address:								
Position/Title/Duties:								
Supervisor's Name/Title/Telephone #:						(    )    -		
Dates of Employment	From:		To:		Starting Salary:	\$	Ending Salary:	\$
Reason For Leaving:								

Company Name & Address:								
Position/Title/Duties:								
Supervisor's Name/Title/Telephone #:						(    )    -		
Dates of Employment	From:		To:		Starting Salary:	\$	Ending Salary:	\$
Reason for Leaving:								

## Military Service Data

Have You Ever Served in the U.S. Armed Forces?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	From::		To:	
List Special skills/abilities acquired:						

## Volunteering

Please list below any volunteering you have done that you would like us to consider.

## Applicant's Acknowledgement

Permission is granted to The Option Institute to conduct an investigation and to solicit information as to my educational and employment history, character and general reputation and criminal conviction record. I release The Option Institute and Fellowship and all persons or organizations from any liability arising from such statements, their solicitation or use.

I understand that this employment application and any other company documents are not contracts of employment and that any individual who is hired may voluntarily leave or be terminated at any time, with or without cause. If terminated, I authorize The Option Institute and Fellowship to deduct, to the extent permissible by law, any amount which I may owe to The Option Institute and Fellowship from any amount that The Option Institute and Fellowship may owe me. I understand that no representative of The Option Institute and Fellowship has any authority to offer or to enter into any agreement for employment for any specified period of time or to make any agreement contrary to he foregoing.

I certify that all statements made by me in this application are true and correct to the best of my knowledge and belief. I understand that any false, inaccurate or omitted statements of a material fact could be cause for rejection of my application or termination of my employment at any time.

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.

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. 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.

I have read, understand, and, by my signature, consent to these statements.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_