**Employment Application**

# WHITE MEMORIAL FOUNDATION

**WHITE MEMORIAL CONSERVATION CENTER**

PO Box 368, 71 Whitehall Road, Litchfield, CT 06759

Ph- 860-567-0857 Fax- 860-567-2611 E-Mail- info@whitememorialcc.org

White Memorial is an Equal Opportunity Employer and considers applicants for all positions without regard to race, religion, gender, national origin, age, ancestry, sexual orientation, marital or veteran status, disability or any other legally protected status. It is company policy to provide a non-smoking work environment for all employees. Smoking is not permitted in company offices or common areas of the buildings.  
  
 A resume and cover letter must be submitted along with this application. For those fields where there is overlap, feel free to type “see resume.”

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last Name | | |  | | | | | | | | | | | | | First | |  | | | | | | | M.I. | Date | |  | |
| Street Address | | | |  | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | |  | |
| City |  | | | | | | | | | | | | | | | State | |  | | | | | | | ZIP | | | | |  |
| Phone | Home- Cell- Work- | | | | | | | | | | | | | | | E-mail Address | | | | | | |  | | | | | | |
| Date Available | | | |  | | | | | | | | | Social Security No. (optional) | | | | |  | | | | | | Desired Salary | |  | | | |
| Position Applied for | | | | | How did you find out about this position? | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | YES | | | | | NO | | | | If no, are you authorized to work in the U.S.? | | | | | | | | | YES | | NO |
| Are you 18 years old or older? | | | | | | | | | YES | | | | | NO | | | |  |  | | | | | | | | | | |
| Do you have a driver’s license? | | | | | | | | | State- | | | | |  | | | License No.- Expiration date- | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EDUCATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School | | |  | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| Did you graduate? | | | | | | YES | | | | NO | | | | Degree | | | |  | | | | | | | | | | | |
| College | |  | | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| Did you graduate? | | | | | | | YES | | | | NO | | | | Degree | | |  | | | | | | | | | | | |
| Other | |  | | | | | | | | | | | | Address | | | |  | | | | | | | | | | | |
| Did you graduate? | | | | | | | | YES | | | | NO | | | Degree | | |  | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | | | | | | | | Phone | ( ) | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | | | | | | | | Phone | ( ) | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name | | |  | | | | | | | | | | | | | | | | | Relationship | |  | | | | | | | |
| Company | | |  | | | | | | | | | | | | | | | | | Phone | ( ) | | | | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Employment | | | | | | | | | | | | | | | | | | |
| Company | | |  | | | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | Supervisor | | | | | | | |
| Responsibilities | | | | |  | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | | NO |  | | | | | |
| Company | | |  | | | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | Supervisor | | | | | | | |
| Responsibilities | | | | |  | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | | NO |  | | | | | |
| Company | |  | | | | | | | | | | Phone | ( ) | | | | | |
| Address | |  | | | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | Supervisor | | | | | | | |
| Responsibilities | | | | |  | | | | | | | | | | | | | |
| From |  | | | | To | |  | | Reason for Leaving |  | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | YES | | NO |  | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | |
| Branch | |  | | | | | | | | | | | | From |  | To |  | |
| Rank at Discharge | | | | | |  | | | | | | | | Type of Discharge | | | |  |
| If other than honorable, explain | | | | | | | |  | | | | | | | | | | |
| **SPECIAL SKILLS, INTERESTS**  **OR QUALIFICATIONS-** | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | |
| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview  may result in my release. Employment will be subject to satisfactory reference checks and may require a pre-employment examination that will include a drug and alcohol screening in accordance with state and federal law.  I understand that the employer follows an “employment at will” policy, in that I or the employer, in the event that I am hired, may terminate my employment at any time or for no reason consistent with applicable state or federal law. I understand that this application is not a contract of employment. | | | | | | | | | | | | | | | | | | |
| Signature | | | |  | | | | | | | | | | | Date |  | | |