



22 Sheldon Street | Springfield, MA 01107

P: 413-734-6696

### Thank you for your interest in the Gray House

The Gray House is an Equal Opportunity Employer. We encourage applicants who are diverse by race, color, gender, religion, gender expression, national origin, age, disability, pregnancy, sexual orientation, familial responsibilities, marital status, veteran status, personal appearance, political affiliation, matriculation, or any characteristic that is protected under MA or federal law. If you would like to join The Gray House team, please complete the application below.

- Please be sure to write legibly
- The application must be completed in full. Please attach and label any additional pages
- Do not leave any spaces blank or write “see resume” in response to any question
- Read and sign the last page of the application

### Personal Information

Position Applying For: \_\_\_\_\_

Date: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

Telephone: Home \_\_\_\_/\_\_\_\_ Mobile \_\_\_\_/\_\_\_\_

Are you 18 years of age or older?

Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?

Yes  No

Have you reviewed and can you perform the essential functions of the job for which you are applying?

Yes  No

### Employment Information

List available hours for each day:

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_

Preferred Job Status:  Full-time  Part-time

Have you previously been employed by The Gray House?  Yes  No

If yes, when? \_\_\_\_\_



Have you previously volunteered at The Gray House?  Yes  No

If yes, when? \_\_\_\_\_

Do you have any relatives or household members currently working for The Gray House?  Yes  No

If yes, name(s) and relationship: \_\_\_\_\_

How did you hear about this opening?

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Gray House Staff Referral | <input type="checkbox"/> School      |
| <input type="checkbox"/> Gray House Board Member   | <input type="checkbox"/> Walk-in     |
| <input type="checkbox"/> Gray House Website        | <input type="checkbox"/> Other _____ |

<b>Educational Background</b>					
	Name of School	City, State	Diploma Awarded	Degree	Major
<b>High School or GED</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>College</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Graduate School</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Vocational/ Other</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In Progress	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any non-employment experience such as school or volunteer activities that might strengthen your application:

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### **Safety & Job Specific Certifications (Current)**

Type (CPR, First Aid, CDA, etc.)	Provider	Level	Expiration



## Relevant Employment History (list in chronological order, beginning with most recent)

<b>Current Employer:</b>	
Address:	Telephone:
Job Title:	Dates Employed: From: ___/___/___ To: ___/___/___ Total number of months worked: _____ Number of hours per week: _____
Immediate Supervisor Name and Title:	Supervisor Telephone:
Reason for leaving:	
Major Duties & Responsibilities:	
Employer:	
Address:	Telephone:
Job Title:	Dates Employed: From: ___/___/___ To: ___/___/___ Total number of months worked: _____ Number of hours per week: _____
Immediate Supervisor Name and Title:	Supervisor Telephone:
Reason for leaving:	
Major Duties & Responsibilities:	
Employer:	
Address:	Telephone:



Job Title:	Dates Employed: From: ___/___/___ To: ___/___/___ Total number of months worked: _____ Number of hours per week: _____
Immediate Supervisor Name and Title:	Supervisor Telephone: _____
Reason for leaving:	
Major Duties & Responsibilities:	

### Professional References (must include at least three)

Name: _____ Place of Employment: _____ Relationship: _____ Years Known: _____ Address: _____ City: _____ State: _____ Zip: _____ E-mail: _____ Phone: _____ Cell: _____
Name: _____ Place of Employment: _____ Relationship: _____ Years Known: _____ Address: _____ City: _____ State: _____ Zip: _____ E-mail: _____ Phone: _____ Cell: _____
Name: _____ Place of Employment: _____ Relationship: _____ Years Known: _____ Address: _____ City: _____ State: _____ Zip: _____ E-mail: _____ Phone: _____ Cell: _____



## Application Acknowledgement and Authorization

**Please read all statements and sign below.**

I authorize both The Gray House and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate regarding any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with The Gray House employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by The Gray House, I understand my employment is at-will and can be terminated, with or without cause and with or without notice, at any time at the option of The Gray House or myself.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States.

I understand that this application is only valid for the position applied for at present and that The Gray House is not obligated to retain or consider this application for future openings. If hired, I agree to abide by The Gray House policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Name (printed): \_\_\_\_\_

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