



Application For Employment

It is the policy of Worcester Polytechnic Institute not to discriminate against any qualified applicant on the basis of race, color, sex, religion and national origin, age as defined by law, sexual orientation, or handicap.

(Please Print)

Date of Application: _____

Position(s) applied for: _____

Referral Source: Advertisement WPI Employee Walk-in Relative Employment Agency Other _____

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone: () _____ Social Security Number _____ - _____ - _____

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

Have you submitted an application before? Yes No

If yes, give date/position: _____

Have you ever been employed here before? Yes No

If yes, give date/position: _____

Are you employed now? Yes No

May we contact your present employer? Yes No Telephone: () _____

Are you legally eligible to work in the U.S.? Yes No

On what date would you be available to work? _____

Are you available to work: Full-time Part-time Shift Work Temporary Overtime

Are you on a lay-off or subject to recall? Yes No

Can you travel if the job requires it? Yes No

Sealed Record Notice

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry 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.

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

Indicate what foreign languages you speak, read, and or write: (You may exclude if not a requirement for the position)

	Fluently	Good	Fair
Speak			
Read			
Write			

References

Give name, address, and telephone number of three professional references (i.e. past and present employers to whom you have directly reported).

Employment Experience

Start With your present job. Include military service assignments and volunteer activities. You may exclude organization names, which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
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Reason for Leaving				
Employer	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills And Qualifications

Summarize special skills and qualification acquired from employment or other experience:

Education

	Elementary	High	College/University	Graduate/Professional
School Name				
Years Completed Degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course Of Study				
Describe specialized training, apprenticeship, skills and extra-curricular activities				

Honors received: State any additional information you feel may be helpful to us in considering your application: _____

Signature

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I authorize Worcester Polytechnic Institute (WPI) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release WPI from any and all liability resulting from the verification of such information. I understand that any false statement or omission of act on this application or on any supporting documents shall be grounds for non-hire or discharge, regardless of when discovered by WPI.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by Worcester Polytechnic Institute. I understand that if I am hired by WPI, my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in WPI's employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of WPI or me. I also understand that no representative of WPI has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment by WPI, I will be required to provide evidence of my identity and authorization for employment in the United States, prior to the commencement of my employment

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.

I understand that if I am hired by WPI and my employment subsequently ends, WPI may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

Signature of Applicant

Date

**Worcester Polytechnic Institute
100 Institute Road
Worcester, MA 01609-2280
Phone: (508) 831-5470 / Fax: (508) 831-5715**

Applicant Data Record

Worcester Polytechnic Institute does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, age, membership in the uniformed services, veteran status or any other status protected by applicable law.

The following information is requested to assist us in monitoring the effectiveness of our recruiting efforts and to comply with governmental recordkeeping and reporting requirements. Furnishing this information is voluntary, and inclusion or exclusion of requested data will not impact the hiring decision. This information will not become part of your applicant file.

Your submission of this information is completely optional and voluntary.

Identifying Information:

Position(s) Applied For

Date Applied

Last Name

First Name

Middle Initial

How did you learn of the available position?

- Newspaper Ad WPI Employee Our Website Walk-In
 Internet School Employment Agency Govt. Employment Agency
 Other _____

Government Agencies require periodic reports on the sex, race, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only:

Gender: MALE FEMALE

Equal Employment Opportunity Designation: Please select one.

- HISPANIC or LATINO NATIVE HAWAIIAN or other PACIFIC ISLANDER (Not Hispanic or Latino)
 WHITE (Not Hispanic or Latino) BLACK or AFRICAN AMERICAN (Not Hispanic or Latino)
 ASIAN (Not Hispanic or Latino) AMERICAN INDIAN or ALASKAN NATIVE (Not Hispanic or Latino)
 TWO OR MORE RACES (Not Hispanic or Latino)

**NOT FOR APPLICATION OR INTERVIEW PURPOSES
TO BE FILED SEPARATELY FROM APPLICATIONS**