

# Application for Employment

**Lees Market**  
**796 Main Road**  
**Westport, MA 02790**  
**(508) 636-3348**

Please Print Clearly

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations to the application and / or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Name \_\_\_\_\_  
 Last First Middle  
 Address \_\_\_\_\_  
 Street City State Zip Code  
 Telephone # (\_\_\_\_) \_\_\_\_\_ Cell or Other # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Referral Source (How did you hear about us?) \_\_\_\_\_  
 Are you under 18 years of age? ..... Yes \_\_\_\_\_ No \_\_\_\_\_  
 If you are under 18: Can you furnish a work permit if required? ..... Yes \_\_\_\_\_ No \_\_\_\_\_  
 If **no**, please explain \_\_\_\_\_  
 Have you ever been employed here before? \_\_\_\_\_ No \_\_\_\_\_ Yes If **YES**, give dates and positions \_\_\_\_\_  
 Have you ever applied here before? \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_  
 Are you legally eligible for employment in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_  
 Dates available for work \_\_\_\_ / \_\_\_\_ / \_\_\_\_ What is your desired salary range? .....\$ \_\_\_\_\_  
 Are you available to work weekends and holidays? \_\_\_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_  
 Type of employment desired \_\_\_\_\_ Full-Time \_\_\_\_\_ Part -Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_ Educational Co-Op \_\_\_\_\_  
 Days&Times Available: Mon. \_\_\_\_\_ Tues. \_\_\_\_\_ Wed. \_\_\_\_\_ Thurs. \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_  
 Driver's license number (driving may be required in position for which you are applying) \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information.

Employer	Telephone	Dates employed: Month / Year to Month / Year
Street Address	City	State
Starting job title / final job title		<b>Compensation (Starting)</b>
		Hourly _____ Salary _____ \$ _____ per
Immediate supervisor and title (for most recent position held)	May we contact for reference?	Commission/Bonus/Other Compensation \$ _____
Why did you leave?		<b>Compensation (Final)</b>
Summarize the type of work performed and job responsibilities.		Hourly _____ Salary _____ \$ _____ per
What did you like most about your position?		Commission/Bonus/Other Compensation \$ _____
What were the things you liked least about the position?		
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Why did you leave?		<b>Compensation (Final)</b>
Summarize the type of work performed and job responsibilities.		Hourly _____ Salary _____ \$ _____ per
What did you like most about your position?		Commission/Bonus/Other Compensation \$ _____
What were the things you liked least about the position?		

### Skills and Qualifications

Summarize any special training, skills, licenses and / or certificates that may assist you in performing the position for which you are applying.

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word processing _____ Years _____	E-mail _____ Years _____
Spreadsheet _____ Years _____	Internet _____ Years _____
Presentation _____ Years _____	Other _____ Years _____

### Educational Background

Stating with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major / Minor
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		
		Diploma ___ GED ___ Degree _____ Certification _____ Other _____		

  

Name	Title	Relationship to You	Telephone Number	# of years known
			(    )	
			(    )	
			(    )	

### Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make and assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

APPLICANT~

Please complete the section below regarding your availability. Availability refers to the days and times each day that you are able to work. Please note that Lees Market store hours are 7:00 a.m.— 9:00 p.m. seven days a week, though some shifts in various departments begin as early as 6:00 a.m. and end as late as 9:30 p.m.

Please indicate your earliest start time and latest end time for each day. If you are not available to work at any time on a given day, please indicate by writing "not available" on the appropriate line.

**MONDAY:**

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**TUESDAY:**

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**WEDNESDAY:**

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**THURSDAY:**

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**FRIDAY:**

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**SATURDAY:**

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**SUNDAY:**

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Use the space below to explain the reason (s) for the availability listed:

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For office use only:

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Supervisors Initials: \_\_\_\_\_