

Justice Resource Institute, Inc.
249 North Plain Road
Housatonic, MA 01236
Tel: (413) 528-2523 • Fax: (413) 528-0293

APPLICATION FOR EMPLOYMENT

To the applicant:

We are requesting that all applicants under consideration for employment complete all sections of this application. The information is requested in recognition of the serious and sensitive nature of our work.

Applicants are considered for all positions based on their ability to do the job, and not on the basis of race, ethnic group, color, religion, sex, sexual orientation, gender identity, national origin, marital or veteran status, age, or handicap.

IDENTIFYING INFORMATION

Name: _____ Date of application: ____/____/____

Address: _____
Street City State Zip

Phone number: () _____ Are you 21 or over? _____

Cell phone number _____ E-Mail Address _____

EMPLOYMENT DESIRED

Position applied for: _____ Shift: _____

Reason for applying: _____

If related to anyone in our employment, state name and department: _____

Referred by: _____

Have you ever been employed by Justice Resource Institute? Yes No If yes, give dates & location: _____

Date you are available: ____/____/____ Currently employed? Yes No

EDUCATION (copy of transcript/or degree required)

Education	Name & Location of School	Years Completed	Major & Degree
High School			
College			
Graduate School			
Trade, Business or Correspondence School			

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EMPLOYMENT HISTORY

Name of present/last employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Leaving date (month/year): ____/____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? Yes No

Explain reasons/circumstances for changing or wanting to change job: _____

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Leaving date (month/year): ____/____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? Yes No

Explain reasons/circumstances for changing or wanting to change job: _____

Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Leaving date (month/year): ____/____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? Yes No

Explain reasons/circumstances for changing or wanting to change job: _____

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Name of previous employer: _____ Type of business: _____

Address: _____

Starting date (month/year): ____/____ Leaving date (month/year): ____/____

Job title: _____ Name of supervisor: _____

Job description/responsibilities: _____

Do you authorize us to contact this employer? Yes No

Explain reasons/circumstances for changing or wanting to change job: _____

MILITARY HISTORY

Service branch: _____ Date from: ____/____/____ to: ____/____/____

Rank & type of service: _____

Training/experience received: _____

REFERENCES

Give below the names of five (5) persons not related to you, whom you have known at least one (1) year. Include the name of at least two (2) direct managers or direct supervisors.

Name	Telephone Number And Email Address	Business and Job Title	Years Acquainted

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OTHER CIRCUMSTANCES

I have read the job description for the position for which I am applying. I state that I am able with or without reasonable accommodation, to perform the essential duties of the position, in particular, the duties, if any, related to physical restraint or lifting of clients.

I understand that the employer follows an employment-at-will policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that prove this if hired.

I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____

Date: ____/____/____

Statement of Nondiscrimination

JRI is strongly committed to providing an inclusive and welcoming environment for our employees and the people we serve. JRI does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, religion, age, marital status or military status in treatment or employment at JRI, admission or access to JRI or any other aspect of the educational its programs and activities that JRI operates. JRI is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, national origin, disability, sex, or age. Inquiries regarding the application of each of the aforementioned statutes and their implementing regulations to JRI may be directed to Senior Vice President and General Counsel Mark Schueppert at 781-559-4900 or 160 Gould Street, Suite 300, Needham MA 02494 or to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921.

JRI is strongly committed to the safety and wellbeing of the children, youth, and adults we serve. All JRI staff receive training to protect individuals served from sexual abuse and exploitation. Complaints of sexual abuse are immediately reported to the appropriate authorities and to law enforcement. JRI employees are subject to extensive criminal background checks upon hire and throughout the course of employment.