

APPLICATION FOR EMPLOYMENT



75 Great Pond Road, Simsbury, CT 06070
860-658-3724

McLean does not discriminate in hiring or in any other employment decision on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, genetics or any other legally protected status. No question on this application is intended to secure information to be used for such discrimination.

(PLEASE PRINT)

POSITION DESIRED: _____ DATE: _____
IDENTIFY POSITION, "ANY" IS NOT ACCEPTABLE

Last Name First Name Middle Name

Address (Number and Street) City State Zip

If residency at current address is for less than 5 years, please provide complete address for last 5 years:

Telephone Cell Phone #

How did you hear about McLean? _____

Did a present employee refer you? Yes _____ Name: _____ No _____

Have you ever filed an application with us before? Yes _____ When _____ No _____

Have you ever been employed with us before? Yes _____ When _____ No _____

If you are under 18 years of age, can you furnish us with proof of your eligibility to work? Yes _____ No _____

When can you begin work? _____

Are you interested in: Full Time _____ Part Time _____ Per Diem _____ Temporary _____

Do you have a shift preference? Days _____ Evenings _____ Nights _____

Can you work flexible hours? Yes _____ No _____ Saturdays? _____ Sundays? _____

Can you travel if a job requires it? Yes _____ No _____

AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	Name & Location	Number of Years Completed	Type of Diploma/Degree-Major	Did You Graduate? *
High School				
College				
Graduate				
Other				

Describe any honors you have received: _____

** (If Job Requires Degree or Diploma, you must supply copy of diploma or transcript, and year of graduation):* _____

List any foreign languages you can speak, read and/or write:

Speak	
Read	
Write	

Describe any training received including training in the United States military.

List professional, trade, business or civic activities and offices held: You may exclude membership which might reveal gender, race, religious creed, marital status, national origin, age, ancestry, disability or other protected status:

Please provide the names and addresses of three references. References should not be related to you.

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

EMPLOYMENT HISTORY

Please provide us with 10 years of employment history. Complete all blocks. Incomplete applications will not be considered. Start with your most recent employer first.

Company Name:		
Address:		
<u>Name of Supervisor</u>	<u>Supervisor's Title</u>	<u>Dates of Employment</u>
	Telephone #:	From: To:
Job Title:		
Reason for Leaving:		

Company Name:		
Address:		
<u>Name of Supervisor</u>	<u>Supervisor's Title</u>	<u>Dates of Employment</u>
	Telephone #:	From: To:
Job Title:		
Reason for Leaving:		

Company Name:		
Address:		
<u>Name of Supervisor</u>	<u>Supervisor's Title</u>	<u>Dates of Employment</u>
	Telephone #:	From: To:
Job Title:		
Reason for Leaving:		

(If you need additional space, please continue on a separate piece of paper.)

May we contact your present employer? Yes _____ No _____

For the purpose of checking references, please list names you have been known by for the past ten years:

Describe any special job-related skills, specialized training and qualifications acquired from employment or other experiences:
