



Application For Employment

Date: ___/___/___

I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment. I acknowledge that if hired by the company, employment is on an at-will basis. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in written agreement signed by an authorized representative of the company and me. I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

Boston Bead Company is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

POSITION APPLYING FOR: _____

Name: _____ Social Security Number: _____

Telephone: (____) _____ [] Home [] Work [] Mobile

Current Address: _____

City / State / Zip: _____

Email Address: _____ Desired Rate of Pay: _____

If under the age of 18, can you produce the necessary work certificate? [] YES [] NO

WORK INTEREST:

[] Harvard Square or [] Salem

[] Full-time (32 to 40 hrs/week) [] Part-time (8 to 24 hrs/wk)
(Boston Bead Company schedules 8-hour shifts for full and part-time employees)

[] Long Term (12 months or more) [] Short Term (11 months or less) [] Seasonal (3 months or less)

Which days and hours are you available to work?

[] Monday [] Tuesday [] Wednesday [] Thursday [] Friday [] Saturday [] Sunday

What date can you start? ___/___/___

Are you willing to work overtime? [] YES [] NO

Have you ever applied to Beadworks or Boston Bead Company before? [] YES [] NO

If yes, when and where did you apply?



EDUCATION

Education	School Name and Location	Course of Study	Graduate? When?	# of years completed	Degree/Major
High School					
College					
Bus/Trade/Tech or Post Graduate					

Are you in school now or planning on returning to school? If so, where, for how long, part-time or full-time?

WORK EXPERIENCE

Start with your current or last place of employment.

Include any verifiable work performed on a volunteer basis, internships, or military service.

Employer: _____

Dates Employed From: _____ To: _____

Supervisor's Name: _____ Phone: _____

Job Title: _____ May we contact? YES NO

Wage Start: _____ Final Wage: _____

Reason for Leaving: _____

Duties: _____

Employer: _____

Dates Employed From: _____ To: _____

Supervisor's Name: _____ Phone: _____

Job Title: _____ May we contact? YES NO

Wage Start: _____ Final Wage: _____

Reason for Leaving: _____

Duties: _____

Please list any other skills that you feel qualify you for this position:

(beading or jewelry skills, other craft or fashion related skills, teaching experience, retail experience etc.



MASSACHUSETTS APPLICANTS: *Applicants for employment with a sealed record on file with the Massachusetts Commissioner of Probation may answer "No Record" with respect to all inquiries relating to prior convictions.*

Within the past ten (10) years, have you been convicted of a felony? YES NO
(Do not include convictions that were sealed, eradicated, erased, or expunged; convictions that resulted in referral to a diversion program; or marijuana-related convictions that are more than two (2) years old.)

If Yes, please explain so that individual circumstances can be considered:

NOTE:

Criminal convictions will not automatically disqualify an applicant from a particular job. Boston Bead Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of conviction, the applicant's age at the time of conviction, the time elapsed since the date of the conviction or completion of jail sentence, the applicants entire work and educational history, and employment references and recommendations.

An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within 30 days of the applicant's request for such information.

Have you ever initiated an act of violence in the workplace? YES NO
(A yes answer will not necessarily disqualify you from employment)

If yes, please explain so that individual circumstances can be considered:

APPLICANT CERTIFICATION:

- I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.
- I understand that Boston Bead Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If Boston Bead Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post offer) drug and/or alcohol test is positive, the employment offer may be withdrawn.
- I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to Boston Bead Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or controlled drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with Boston Bead Company's policies and applicable federal, state and local law.
- If employed by Boston Bead Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles and computers) and, in certain circumstances my personal property.
- I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.
- I certify that all information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.



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I authorize Boston Bead Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to Boston Bead Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Boston Bead Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Boston Bead Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand Boston Bead Company employs only individuals who are legally eligible to work in the United States.

Applicant Signature _____ Date ____/____/____

UNDER MASSACHUSETTS LAW, IT IS UNLAWFUL FOR AN EMPLOYER TO REQUIRE OR TO ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT.

MINOR APPLICANTS:

If the applicant is a minor, the applicant's parent or legal guardian must sign the foregoing release and consent. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent that Boston Bead Company, the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Boston Bead Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian Signature _____ Date ____/____/____

Witness _____ Date ____/____/____