Melrose Laundromat Corporation

412 Main St, Melrose, MA 02176 Tel:781.662.5217 info@melroselaundromat.com www.melroselaundromat.com

EMPLOYMENT **APPLICATION**

APPLICANT INSTRUCTIONS

- 1. Please read "APPLICANT NOTE" on page 3.
- 2. Complete all three pages

- 3. If more space is needed to complete any question, use comments section on page 3.
- 4. Print clearly: incomplete or illegible applications will not be processed. PLEASE NOTE "NOT APPLICABLE" IF NOT ANSWERING A QUESTION.
- 5. Provide only requested information. Failure to do so may result in disqualification of your application.
- Some packets may include an AFFIRM ATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.
- 7. DO NOT FILL OUT ANY OTHER ATTACHED FORMS OR PAGES UNTIL INSTRUCTED.

AFFLICANTI	NSTRUCTIONS				
If you need bein filling out	this application form or for any	POSITION APPLIED F	OR:		
	process, please notify the person	TODAY'C DATE.			
	nd every effort will be made to	TODAY'S DATE:			
1. Please read "APPLICA	n a reasonable amount of time.	NAME:			
Complete all three page			LAST	FIRST	MI
If more space is needed	d to complete any question, use				
comments section on pa	age 3. e or illegible applications will not	HOME PHONE:		work phone:_	
	NOTE "NOT APPLICABLE" IF	CURRENT ADDRESS:			
NOT ANSWERING A		CORNENT ADDRESS.	STREET		
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	cation of your application. ude an AFFIRM ATIVE ACTION		CITY	STATE	ZIP
	This information is being		CITT	SIAIE	ZIF
-	action under Section 503 of the	PRIOR ADDRESS:			
	73. The information requested is ept confidential. An applicant will		STREET		
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complete the questionna			CITY	STATE	ZIP
OR PAGES UNTIL IN	Y OTHER ATTACHED FORMS STRUCTED.				
AVAIL ADILITY					
AVAILABILITY					
What date can you sta	rt?	What category would you pr	refer? 🔲 Full tim	e 🔲 Part time 🔲 Te	emporary 🔲 Labor pool
For which schedules a	are you available?* 🔲 Wee	ekdays 🔲 Weekends 🔲	Evenings N	ights 🔲 Overtime 🗌	Shift Other
* Reasonable efforts w	ill be made to accommodate	sincerely held moral and ethic	al beliefs, (WI) reli	gious beliefs and practices	
JOB-RELATE	D CKILLE				
		Do not fill out any part of		elieve to be non-job relate	d.
		nave the appropriate valid dri			
Ņ	lame on license	DL#		Туре	State of Issue
☐ Yes ☐ No H	lave you had any moving v	violations within the last seve	en years? Please de	escribe.	
	Please list any other skills, I	icenses or certificates that m	ay be job-related	or that you feel would be	of value to this job or
	company.				-
☐ Yes ☐ No H	lave vou been given a job	description or had the essenti	al functions of the	e iob explained to you?	
	Oo you understand these es			,,	
	•		or without recen	able accommedation?	
Yes No C	an you perform the essent	ial functions of this job with	or without reasona	able accommodation?	
SECURITY	List states and count	ies of residence for the past	seven vears:		
☐ Yes ☐ No	Have you been conv	victed of a crime in the past	seven vears? If so	please describe in the bo	oxes below. Applicant is no
	, ou boom oom	or a crimio in the past		,	

Have you been cor obligated to disclose any reference to a pre or post trial diversion program, any conviction which has been sealed, expunged or erased by the court, or, if in California, any marijuana related misdemeanor conviction entered more than two years prior to the date of this employment application.

In Connecticut:

An employment application form that contains any question concerning the criminal history of the applicant shall contain a notice, in clear and conspicuous language: (1) That the applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a, (2) that criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and (3) that any person whose criminal records have been erased pursuant to section 46b-146, 54-760 or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear

In Massachusetts You are not required to furnish information about;

1) any offense committed before your 17th birthday; 2) a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace; 3) a misdemeanor conviction when the date of conviction or ending date of any period of incarceration resulting there from, whichever is later, was 5or more years prior to the date of this application and you have not been convicted of any offense in the last five years. If you have been so convicted, you must report all offense convictions that occurred before and during the 5-year period: 4) an arrest detention or disposition where there was no conviction; 5) an applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions; and 6) an 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.

INCIDENT	CITY/STATE	CHARGE
1.		
2.		

PREVIOUS EMPLOYERS

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if necessary. FOR EMPLOYERS OUTSIDE THE U.S., A CURRENT FAX NUMBER IS MANDATORY.

In Massachusetts an applicant may include any verified work performed on a volunteer basis.

	🔲 Yes 🔲 No	Are you currently working for to the set of	nis anployer:	PHONE ()
				FAX ()
COMPANY NAME	CITY	STATE	≣		
FROM TO					
DATES EMPLOYED	JOB TITLE	SUPE	RVISOR NAME		
DUTIES					
PER					
	REASON FOR LEAVING				
SECOND MOST RECENT EM	IPLOYER			PHONE ()
				FAX ()
COMPANY NAME	CITY	STATE	=		
	S	5,7,	_		
FROM TO DATES EMPLOYED	JOB TITLE	SUPE	RVISOR NAME		
DUTIES					
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SALARY (HOUR, WEEK, MONTH	i) REASON FOR LEAVING				
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THIRD MOST RECENT EMPL	.OYER			PHONE ()
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ADPLICATION NOTE: Do not fill out any part of this section you believe to be non-job related. Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+ f your school records are under a different name than listed on page 1, please enter that name. NAME CITY/STATE GRADUATED DEGREE TYPE GRADUATED DEGREE TYPE OTHER This application form is intended for use in evaluating your qualifications for employment. This is not an employment. OTHER This application form is intended for use in evaluating your qualifications for employment. This is not an employment or are grounds for terminating the application form is intended for use in evaluating your qualifications for employment. This is not an employment or are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive and on this for are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive an expert an implication without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membershin consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membershin consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membershin consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, or the presence of disabilitie at conviction will not necessarily be an applicant from employment. Additional testing of job-related skills and for the presence of disabilities and conviction will not necessarily be an applicant from employment. Additional testing of job-related skills and for the presence of disabilities and conviction will not necessarily be an applicant from employm	REFERENCES Include only	individuals familiar with your work ability. Do not includ	e relatives or names of supervisors listed above.
EDUCATION NOTE: Do not fill out any part of this section you believe to be non-job related. Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+ If your school records are under a different name than listed on page 1, please enter that name NAME CITY:STATE GRADUATED DEGREE TYPE When No OTHER This application form is intended for use in evaluating your qualifications for employment. This is not an employment or race grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified application sors deration without discrimination based on sex, martial satus, race, color, age, creek, national origin, excual orientation, military reserve membershi encestry, religion, height, weight, use of a guide or support animal because of blindness, deafness or physical handicap, or the presence of drugs in your box has be required prior to employment. After an offer of employment, additional testing of job-related skills and for the presence of drugs in your box has be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review peeping on on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examine by a medical professional designated by the company. "Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a firm on the exceeding \$100." "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 his play that it is a persistent or his document or not, may result in rejective for my application or discharge at any tim	•	•	·
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COMMENTS (ASK FOR AN ADDITIONAL PAGE IF NECESSARY)			
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