

# Candidate Application

(Massachusetts Employment)

Recruiting Manager (internal use only):

Date:  
Name:  
Street Address:  
City, State Zip:  
Home Phone:  
Cell phone:  
Office Phone:  
Email(s) :

Desired Salary \$:  
Desired Hourly/Salary rate \$:  
Current Compensation \$:  
Date available to work:  
Available Work Schedule:

Work Preference - Please circle one: Temporary<sup>i</sup>, Temp-to-Permi<sup>ii</sup>, Permanent<sup>iii</sup> or Internal<sup>iv</sup> (see descriptions on last page)

I certify that I am eligible to work in the United States and acknowledge that upon employment, I will complete USCIS Form I-9 and submit required work eligibility documents.	Yes / No
--	----------

## EXPERIENCE:

Please list work experience, starting with most recent, including any temporary assignments.

If the information requested below is on your resume, please write "see attached" and attach a copy of your resume

Company Name/Agency			
Position(s) & Dates	Title:	From:	To:
Supervisor			
Reason for Leaving			

Company Name/Agency			
Position(s) & Dates	Title:	From:	To:
Supervisor			
Reason for Leaving			

Company Name/Agency			
Position(s) & Dates	Title:	From:	To:
Supervisor			
Reason for Leaving			

Company Name/Agency			
Position(s) & Dates	Title:	From:	To:
Supervisor			
Reason for Leaving			

**NOTE: 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 liability.**

**EDUCATION:**

If the Information Below is on Your Resume, Please Write "See Attached" and Attach a Copy of Your Resume

	Name	City/State	Degree Received Yes or No	Type of Degree Diploma or GED	Major
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Trade School	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Commercial courses and other trainings completed (Include special skills, typing, shorthand, software, PC's, etc): \_\_\_\_\_

**REFERENCES:**

Please List References Who We May Contact

**Supervisors:**

Name	Company	Title	Contact #

**Peers Who Have Known You for More Than One Year:**

Name	Company	Title	Contact #

**REFERRALS:**

Do You Know Someone Interested in New Opportunities?

Name	Company	Relationship	Contact #

**IDEAL POSITION:**

Please List Notes on Your Ideal Position

**CERTIFICATE OF CANDIDATE:  
(YOU MUST READ AND SIGN THIS CERTIFICATION)**

**General:** I am submitting this application, including any attached pages, resume, and other biographical information, to Alexander Group, LLC (ATG) either for employment directly with ATG or to obtain, with ATG's assistance, temporary or contract employment with one of ATG's clients. I certify that the information I provide on this application, any attached resume or pages, and throughout the interviewing, screening, and hiring process, whether in writing, electronically, or orally provided, is and will be complete, true, and correct to the best of my knowledge and belief. I understand that any misstatement, falsification, or material omission of information is cause for refusal to hire, or if hired, termination of employment.

**References and Release:** I hereby authorize ATG to investigate and inquire into my employment history, educational history, and other related matters as ATG deems necessary to consider my application for employment. I specifically authorize the release of information to ATG or its designee by any school, business, individual, service, or other entity listed in this application. I also authorize ATG, its divisions, employees, agents, or designees to release any reference information to any client who requests such information for purposes of evaluating my credentials and qualifications. I release any person or entity responding to such investigation or inquiry from any claim or liability for the release of information in response to such investigation or inquiry, and I release ATG, its divisions, employees, agents and designees from any claim or liability arising from such investigation or inquiry.

**Nature of Employment:** If employed as a temporary, temp-to-perm, or internal employee, I understand that I will be an employee of ATG and not of any client. If employed, I further understand that all employment is strictly **AT WILL**, whether it is working internally with ATG or as a temporary or temp-to-perm employee of ATG's client. Further, direct employment with a client as a "permanent" employee generally is on an **AT WILL** basis as well, unless otherwise specified in a written employment agreement between the client and you. No representation on this application constitutes a promise, representation, or guarantee of employment or a specific period of employment.

**Restrictions:** I acknowledge that employment by ATG and placement with a ATG client does not result in any extension of agency or authority to act on behalf of ATG. I acknowledge that any employment offered to me will more than likely provide me access to a variety of proprietary or privileged information, trade secrets and other confidential information of ATG and/or its clients. **I agree at all times not to use or reveal any such information of which I become aware, except in the course of my duties and employment, and to protect the interests of ATG and its clients in such information at all times, including after employment is ended.** I acknowledge that in addition to this guarantee that upon acceptance of my application and employment with ATG I may be required to execute a separate confidentiality agreement.

**I further understand that a contract between ATG and each client to whom I may be assigned will require that such client pay a fee to ATG if I accept direct employment by the client or any subsidiary or affiliated company, either for a permanent, temporary (including assignments through another agency), or consulting position within six months after the last day of any assignment period.**

<b>Signature:</b>
<b>Print Name:</b>
<b>Date:</b>

*We are an equal opportunity employer. We do not discriminate in hiring, promotion, or other employment decisions on the basis of race, sex, color, pregnancy, religion, national origin, marital status, disability, genetic information, age, veteran or military status, sexual orientation, gender identity or any other basis protected by law. Applications requiring reasonable accommodation to the application, and/or interview process may notify the Human Resources Manager.*

<sup>i</sup> "Temporary" means that you prefer to be available for defined assignments of limited duration.

<sup>ii</sup> "Temp-to-Perm" means an assignment that begins as a temporary position, but has the opportunity to be considered for direct employment of a regular nature and indefinite duration with the client. However, there is no guarantee of direct employment.

<sup>iii</sup> "Permanent" means direct employment of a regular nature and indefinite duration with the client.

<sup>iv</sup> "Internal" means direct employment with Alexander Group, LLC for an internal staff position.