



Toward Independent Living & Learning, Inc.
 20 Eastbrook Road
 Dedham, MA 02026
 (781) 302-4600

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, sexual orientation, military status, or disability.

PERSONAL INFORMATION

NAME: _____ SOCIAL SECURITY # _____
 First Middle (Initial) Last (Surname)

ADDRESS: _____ TELEPHONE NUMBER HOME (____) _____
 _____ CELL (____) _____
 _____ EMAIL ADDRESS _____
 City/Town State Zip Code

Are you legally eligible for employment in this country? ___ Yes ___ No Are you over 18 years of age? ___ Yes ___ No
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Do you have? a) a valid driver's license? ___ Yes ___ No b) a car? ___ Yes ___ No

EMPLOYMENT DESIRED ___ FULL-TIME ___ PART TIME ___ RELIEF/PER DIEM

HOURS & DAYS THAT YOU ARE AVAILABLE _____

WORK LOCATIONS/TOWNS YOU ARE INTERESTED IN _____

POSITIONS YOU ARE INTERESTED IN _____

HOW AND WHERE DID YOU HEAR ABOUT THIS POSITION? _____

PRESENT AND PAST EMPLOYMENT

Starting with your present or most recent position, list below three employers, along with names and telephone numbers of references to contact.

Dates - Mo. & Yr.	Employer/Address	Position	Reason for Leaving	Reference Supervisor / Phone #
From: To:				
From: To:				
From: To:				

Are you employed now? ___ Yes ___ No If yes, may we inquire from your present employer? _____

Have you ever applied to or worked for TILL before? ___ Yes ___ No If yes, when? _____

EDUCATION

	Name & Location of School	# of Years Attended	Subjects Studied	Diploma/Degree
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>
College				Degree <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Trade, Business or other School				Degree <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate School Special Studies Research Work				Degree <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have current certification for ___CPR, ___First Aid, ___ DDS/DMH Medication Certification.
List additional information or experience which could be helpful in reviewing your application for employment.

Writing Sample: We require writing samples for all positions, since writing progress notes, log notes, and reports are a daily responsibility for all positions. Please choose one of the topics below and write a paragraph of at least 50 words.

- 1) Describe an experience in your life which has changed you.
- 2) Why TILL should hire you for this position.
- 3) Why you have chosen Human Services for a profession.
- 4) Any topic you would like.

I authorize investigation of all statements contained in this application and my resume. I understand that misrepresentation or omission of facts called for is cause for dismissal.

Signature of Applicant _____

Date _____