



J.W. Hayden Recreation Centre, Inc.
24 Lincoln Street
Lexington, MA 02421
781-862-8480
www.jwhayden.org

APPLICATION FOR EMPLOYMENT

Position Applied for _____ Date _____

Last name _____ First name _____ Middle _____

Address _____ Town _____ Zip code _____

Are you a U.S. citizen? Yes _____ No _____ Social Security # _____

Email Address _____

Home phone _____ Cell phone _____

List any other names by which you have been known: _____

Previous address(es) for the past 10 years: _____ How long at this address? _____

Do you have a valid driver's license? Yes _____ No _____

Have you served in the military? Yes _____ No _____ If yes, branch & dates _____

Do you have any physical or mental conditions that may limit your ability to perform the work applied? Yes _____ No _____ If yes, please explain: _____

Have you ever been terminated involuntarily from a paid or volunteer position or suspended from an educational institution? Yes _____ No _____ If yes, please explain: _____

EDUCATION

Name/Address of High School _____

Did you graduate? Yes _____ No _____ Dates attended/date graduated _____

Name/Address of College _____

Did you graduate? Yes _____ No _____ If yes, degree _____

Dates attended and/or date graduated _____

List any additional certifications, experiences, courses or programs that relate to the position applied for: _____

EMPLOYMENT AND/OR VOLUNTEER HISTORY

List below all present and past employment, beginning with the most recent position:

❖ Business/Address/Phone _____

Dates of employment _____ Position held _____

❖ Business/Address/Phone _____

Dates of employment _____ Position held _____

❖ Business/Address/Phone _____

Dates of employment _____ Position held _____

Applicants for a Professional Position, please include resume and three references.

I certify that all the answers given by me to all the questions on this application and any attachment are, to the best of my knowledge, true and I have not withheld any pertinent information. I understand that any omission or false information submitted in connection with the application may result in refusal of or summary dismissal from employment. I hereby agree that in the course of considering my application, the Hayden Centre will make inquiry to ascertain information concerning my background. I understand that, if an inquiry is made, information as to the nature and scope of the inquiry will be provided to me upon written request.

Signature of applicant _____ Date _____