

Berkshire Housing
Development Corporation



Berkshire Housing
Services, Inc.



P.O. Box 1180, Pittsfield, MA 01202-1180
Tel. 413-499-1630 Fax 413-496-9831 www.berkshirehousing.com

Conditions of Employment at Berkshire Housing

Please read prior to completing an application

All offers of employment at Berkshire Housing Development Corporation and Berkshire Housing Services, Inc. are contingent upon the following items:

Application Verification

Satisfactory verification of all information provided by the applicant to include previous employment, education, military record, and driver's license or certifications where required.

Pre-Employment Physical Exam

Satisfactory completion of a Health Questionnaire and physical examination. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

Pre-Employment Drug and Alcohol Testing

Satisfactory completion of a pre-employment drug and alcohol test.

Criminal Offense Record Inquiry (CORI check)

A CORI check will be performed regardless of criminal history information provided by the applicant; however, **a conviction will not necessarily be a bar to employment.**

Eligibility to work in the United States

Acceptable proof of authorization to work in the United States and of your identity will be required.

Employment Permit (for applicants under the age of 18 only)

Berkshire Housing is subject to certain child labor provisions regarding the employment of persons under the age of 18. An Employment Permit or Educational Certificate will be required for applicants in this category.



Employment Application

Berkshire Housing is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact Berkshire Housing Human Resources Department.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied for: _____

How did you hear about the position? _____

Name: _____
LAST FIRST MIDDLE

Address: _____
NUMBER STREET APT # CITY STATE ZIP

Telephone: () _____ E-mail address: _____

Are you under 18? Yes No If yes and employed, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes, give dates and title of position applying for:

Have you ever been employed by Berkshire Housing? Yes No If Yes, when, and what department?

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

Are you legally eligible for employment in the United States? Yes No
(Proof of authorization to work and of your identity will be required upon employment.)

Type of employment desired: Full Time Part Time Seasonal Temporary

Only answer the following questions if the position for which you are applying requires driving.

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

If yes, please provide Driver's License Number: _____

Employment Experience

Start with your present or most recent job, and account for the last four positions you have held. Include military service assignments and any verified work performed on a volunteer basis. You may exclude organization names which indicate race, creed, color, religion, sex, sexual orientation, marital status, results of genetic testing, national origin, age, disability, status as a veteran, or being a member of the Reserves or National Guard.

Please complete ("See Resume" is not acceptable)

Employer	Phone	Description of Primary Duties
Address	Job Title	
Supervisor	Dates Employed Starting Final	
Reason for leaving		

Employer	Phone	Description of Primary Duties
Address	Job Title	
Supervisor	Dates Employed Starting Final	
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If you need additional space, please continue on a separate piece of paper.

Special Skills and Qualifications

Summarize special skills (training, licenses, and/or certifications) acquired from employment or other experience that you feel are relevant:

Office Skills (if applicable)

Check the column that you feel best describes your knowledge:

	✓Beginner	✓Intermediate Level	✓Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

Licenses (Please list all licenses you possess that are relative to the position you seek).

A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid CDL license (Class A or B)? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

Do you have a valid Hydraulic license? ✓Yes _____ ✓No _____ If yes, enter expiration date _____

What other valid licenses or certifications do you possess (job related)?

Education

School	Name, Address, City, State	Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

Honors received:

References

Give name, title, company, address, and telephone number of three professional references that are not related to you. (Previous employers are preferred.)

Name/Title	Company/Address	Business Relationship	Phone Number
1.			
2.			
3.			
4.			

Sealed Record Notice

Berkshire Housing requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees. This check will be performed regardless of criminal history information provided above. A conviction will not necessarily be a bar to employment.

Under Massachusetts Law, you may answer "no record" below if any of the following circumstances are applicable:

- (1) You have never been convicted for a violation of a criminal statute.
- (2) You have a first conviction for any of the following misdemeanors: (a) drunkenness, (b) simple assault, (c) speeding, (d) minor traffic violations, (e) affray, or (f) disturbance of the peace.
- (3) You have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of this application and you have not been convicted of a criminal offense within this five year period.
- (4) You have a felony or misdemeanor conviction which has been sealed pursuant to Massachusetts Law.
- (5) You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution.

Within the past five years, have you been convicted of a misdemeanor? Yes No If yes, please state the date(s) of the charge(s) and final disposition(s):

Have you ever been convicted of a felony? Yes No If yes, please explain:

Pre-Employment Statement

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by Berkshire Housing Development Corporation or Berkshire Housing Services, Inc. **I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of Berkshire Housing.**

AGREEMENT: I certify that the information I have provided on this application is true, complete and correct. I hereby authorize the investigation of my past employment, education and activities and I release from all liability all persons, companies and corporations supplying such information. I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

Signature of Applicant

Date