

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.

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.

Sex Offender Registry Information (SORI) and the National Sex Offender Public Website (NSOPW)

All applicants names are checked against these two public websites.

Mission Statement

Through collaboration and innovation, Berkshire Housing will find solutions to housing for all people across the communities of Berkshire County. We are good neighbors, great navigators, and allies to all.

Application for Employment

Today's Date _____

Applicant Information

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip)

Email Address: _____

Telephone Number: (_____) _____ (_____) _____
day evening

Are you at least 18 years old? yes no

Are you legally authorized to work in the U.S.? yes no
(If hired you will be required to provide proof of identity and work authorization.)

How did you hear of this job opportunity?

- social media agency website/recruiting website _____
 employee referral _____ other _____

Job Interest

Position applied for: _____ Shift Preference: _____

full-time part-time part-time days/hours preference: _____

How soon could you start? _____

Are you available to work overtime? yes no

Our company is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, disability, genetics, gender identity, veteran's status, sexual orientation, or any other characteristic protected by law.

Education and/or Military Training

School Name, City and State	Major Subject(s)	Number of Years of School Attended	Diploma or Degree Received
High School			<input type="checkbox"/> yes <input type="checkbox"/> no Type:
College			<input type="checkbox"/> yes <input type="checkbox"/> no Type:
Graduate			<input type="checkbox"/> yes <input type="checkbox"/> no Type:
Other (specify)			<input type="checkbox"/> yes <input type="checkbox"/> no Type:

Training Courses

Describe any relevant training programs you have completed. Include the types of training, the sources of the training, and the dates of the training.

Employment History

List all employment and include any work performed on a volunteer basis which can be verified, starting with present or most recent.

If presently employed, may we contact your employer as a reference? yes no

Employer Name, Address, Phone	Dates of Employment	Reason for Leaving
Employer 1	From: To:	
Immediate Supervisor:	Position(s) Held	
Employer 2	From: To:	
Immediate Supervisor:	Position(s) Held	
Employer 3	From: To:	
Immediate Supervisor:	Position(s) Held	
Employer 4	From: To:	
Immediate Supervisor:	Position(s) Held	

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.			

Qualifications

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications which should be considered. Include special skills such as machines operated, licenses, foreign languages, computer and software knowledge, etc.

What are your career objectives?

List any professional affiliations, honors and awards, publications, patents, etc. (Exclude any memberships which would reveal age, sex, race, religion, color, national origin, disability, or other protected statuses.)

Statement of Understanding

Please read the following statements. They constitute the conditions under which you would be employed by our Company should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Company, my employment is for no definite term (at-will) and that I can be terminated at any time with or without notice and with or without cause. I further understand that no verbal promises or guarantees are binding on the Company and that no one, other than the President of the Company, has authority to enter into an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of the Company's rules and policies and any changes thereto.

I understand that a job offer may be contingent upon the satisfactory results of a drug screening. (Note: You will be notified if this is a requirement, and all related expenses are paid by the company.)

I give the Company permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Company.

Signature of Applicant

Date

Massachusetts General Laws c.149 s19B requires that the following statement be included on employment applications: "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."