



## The Residences at Sherburne Commons Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_

*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Days and hours Available: \_\_\_\_\_

Position Applied for: \_\_\_\_\_ Employment Desired?  Full Time  Part Time

Desired Salary: \$ \_\_\_\_\_ Do you have reliable transportation? \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO  If yes, explain \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_



**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_



What military skills do you possess that would be an asset for this position: \_\_\_\_\_

**Additional Information & Licenses**

*Please list any additional information including education, training, certification, licenses, or skills that are relevant to the position you are applying for:*

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Do you have a valid drivers license (Class D auto)? YES NO

**Disclaimer and Signature**

*By signing below, I hereby voluntarily authorize The Residences at Sherburne Commons to obtain a background report and investigative consumer report about me from a third-party agency and to consider this information when making decisions regarding my employment at Sherburne. This report may be delivered in either written or electronic form.*

*I understand that if I am employed by The Residences at Sherburne Commons, this authorization shall remain in effect throughout my employment.*

*I certify that my answers are true and complete to the best of my knowledge and that intentional misrepresentations or omissions may be cause for the rejection of my application and that if hired I may be released from employment.*

*I understand that employment with The Residences at Sherburne Commons is "at will" and nothing in the interview or hiring process, this application, or policies are intended to create an employment contract.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this application to:  
[administrator@sherburnecommons.org](mailto:administrator@sherburnecommons.org)  
 Phone: (508) 228-4080  
 40 Sherburne Commons  
 Nantucket, MA 02554

*(Please also fill out Background CORI Applicant Form on next page)*



**CORI REQUEST FORM**

Our Island Home has been certified by the Department of Criminal Justice Information System (DCJIS) for access to conviction and pending criminal case data. As an applicant/employee for The Residences at Sherburne Commons, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

\_\_\_\_\_  
LAST NAME    FIRST NAME    MIDDLE NAME

\_\_\_\_\_  
MAIDEN NAME OR ALIAS (If Applicable)    PLACE OF BIRTH

\_\_\_\_\_  
DATE OF BIRTH    SOCIAL SECURITY NUMBER    \* ID Theft Index PIN  
(If applicable)

\_\_\_\_\_  
FATHER'S Last Name    FATHER'S First Name

\_\_\_\_\_  
MOTHER'S Last Name    MOTHER'S First Name    MOTHER'S Maiden Name

SEX: \_\_\_\_ RACE: \_\_\_\_\_

Previous Addresses/ State  
lived in: \_\_\_\_\_

\* \*The above information was verified by reviewing the following form(s) of Government issued photographic identification:

\_\_\_\_\_  
\* The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft Index PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.

**OFFICE USE ONLY**

CORI Requested On-Line: \_\_\_\_\_  
DATE    Received/Filed    Signature of CORI AUTHORIZED EMPL