



Cardinal Cushing Centers

APPLICATION OF

POSITION APPLIED FOR

LOCATION

DATE

HISTORY

Since 1947, St. Coletta and Cardinal Cushing Schools of Massachusetts has provided supports, services, and options in a caring and compassionate manner to individuals with disabilities. By emphasizing individual strengths, community involvement, and a holistic approach, St. Coletta's assists individuals in attaining their highest level of independence and personal success.

At the request of the late Richard Cardinal Cushing, the Sisters of St. Francis of Assisi of Milwaukee, Wisconsin, opened the Cardinal Cushing School and Training Center. In 1957, the Sisters established Braintree St. Coletta Day School which serves seventy-five individuals with disabilities between three and twenty-two years of age. Today, St. Coletta and Cardinal Cushing Schools of Massachusetts encompasses the Cardinal Cushing Centers – Braintree, Hanover, Adult Services and Cushing Residence.

St. Coletta and Cardinal Cushing Schools of Massachusetts is a coeducational, not-for-profit, human service organization serving children and adults regardless of race, national origin, or religious belief. The staff of St. Coletta and Cardinal Cushing Schools of Massachusetts is comprised of individuals who continue the mission of helping people with developmental disabilities reach their maximum productivity and integration into society through the promotion of the following values: The creation of a caring community; sharing compassion for others; reverence for creation; stewardship; and peacemaking.

NON-DISCRIMINATION POLICY STATEMENT

St. Coletta & Cardinal Cushing Schools of Massachusetts has a statutory mandate under law to guarantee equal treatment for all who seek access to its service or opportunities for employment and advancement. St. Coletta and Cardinal Cushing Schools of Massachusetts will not discriminate on the basis of race, creed, political affiliation, color, gender, national origin, sexual orientation, religious beliefs, age, handicap or veteran status. St. Coletta and Cardinal Cushing Schools of Massachusetts will meet its legal, moral, social and economic responsibilities as authorized and required by all pertinent state and federal legislation, executive orders, rules and regulations.

A copy of the Affirmative Action Plan is on file in the Administrative Office.

REQUIRED INFORMATION

Prior to start of employment with St. Coletta and Cardinal Cushing Schools of Massachusetts, the following information is required to be submitted:

___ Application	___ Three current references
___ Copy of Diploma/Degree(s)	___ Driver's License
___ Licensure/Certification	___ I-9 Form
___ Resume	___ W-4 Form
___ TB Test/Medical	___ CORI Certification
___ Other _____	

*** Please notify Human Resources Department if you require assistance in filling out this application form or in any other phase of the application process so that we may accommodate your needs.**

PERSONAL DATA

NAME _____

ADDRESS _____

TELEPHONE (____) _____ HOME

(____) _____ WORK

EMERGENCY TELEPHONE CONTACT PERSON: _____ PHONE (____) _____

EDUCATION

Please list most recent first, including high school

<u>School</u>	<u>Year(s)</u>	<u>Graduated</u>	<u>Diploma/Degree</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please list any honors, awards, credentials, certification, licenses, or any other special skills and/or qualifications which you may have received during your educational or professional career which may qualify you for this position.

EMPLOYMENT & VOLUNTEER EXPERIENCE

(Please list most recent first)

Employer	Telephone
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Address

Job Title	Dates Employed
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Supervisor	Rate of Pay
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Reason for Leaving

Employer	Telephone
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Address

Job Title	Dates Employed
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Supervisor	Rate of Pay
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Reason for Leaving

Employer	Telephone
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Address

Job Title	Dates Employed
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Supervisor	Rate of Pay
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Reason for Leaving

1. Have you ever been discharged or asked to resign by a previous employer? o Yes o No

2. Are you currently employed? o Yes o No

3. If yes, may we contact your present employer? o Yes o No

REFERENCES

Please list three (3) references from individuals to whom you are not related who may attest to your personal and professional qualifications.

Name	Title
Address	
Telephone	How Known?
Name	Title
Address	
Telephone	How Known?
Name	Title
Address	
Telephone	How Known?

Please add your own thoughts which may enhance your candidacy. Special personal interests, skills, and/or your desire to be employed by St. Coletta and Cardinal Cushing Schools of Massachusetts will be helpful.

MASSACHUSETTS LIE DETECTOR STATUTE

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or of continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

APPLICANT'S STATEMENT (Please read carefully and sign below)

I certify that all information given herein is true and complete to the best of my knowledge. I authorize verification of all statements contained in this application of employment. Furthermore, I authorize St. Coletta and Cardinal Cushing Schools of Massachusetts to conduct a reference check which may include, but is not limited to, former employers, law enforcement agencies, criminal history systems board, and licensing agencies. Former employers, law enforcement agencies, criminal history systems board, and licensing agencies are authorized to provide information about me and I release them from all liability for giving such information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that this application does not constitute an offer of employment and if employed, my status is that of an at-will employee and I am free to terminate my employment at any time. Conversely, I understand that St. Coletta and Cardinal Cushing Schools of Massachusetts is an at-will employer and is free to terminate my employment at any time. Additionally, I understand that all of St. Coletta and Cardinal Cushing Schools of Massachusetts property must be returned and all indebtedness to the Agency must be paid prior to the termination of employment. I authorize St. Coletta and Cardinal Cushing Schools of Massachusetts to deduct from my final paycheck(s) all money due and owing the Agency.

Signature of Applicant _____ Date _____

INTERNAL USE ONLY

Recommended by: _____

Date(s) of Interview(s): _____

Interviewer(s): _____

Employed Yes ___ No ___