



One Seaport Lane, Boston, MA 02210
 E-Mail: jobs@seaportboston.com
 Website: www.seaportboston.com/jobs

SEAPORT COMPANIES APPLICATION FOR EMPLOYMENT

Please Note: You must fill out this application accurately and completely. Seaport Companies will verify all information you provide. Giving inaccurate or incorrect information may result in you being rejected from employment, having an offer rescinded, or if the inaccuracy is discovered after your employment has commenced, disciplinary action or immediate dismissal.

Position(s) applied for					Date application completed		
Date available to start		Full Time	Part Time	Salary desired			
AVAILABILITY							
Day of Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times available—from:							
Times available—to:							
PERSONAL							
Last name		First	Initial	Social Security #			
Present address			City	State	Zip		
Permanent address (if different from present address)			City	State	Zip		
Telephone number				Secondary telephone number			
Email address				Are you 18 years of age or older?		Yes	No
Are you either a U.S. citizen or an alien legally authorized to work in the U.S.?				Yes	No		
List all addresses at which you resided for the past 5 years.							
No.	Street	City	State	Zip	From: Mo./Yr	Until: Mo./Yr.	

Have you ever applied to Seaport Companies before? Yes No <i>If yes, when?</i>																								
Have you ever been interviewed by anyone at Seaport Companies before? Yes No <i>If yes, by whom?</i>																								
Have you ever been employed by Seaport Companies before? Yes No <i>If yes, list date(s), job title(s) & location(s)</i>																								
How did you hear about us? (Newspaper ad, agency, employee, etc.)																								
Do you have any relatives employed by Seaport Companies? Yes No <i>If yes, list job title(s) & location(s)</i>																								
Do you have any outside business or employment activities that you would like to continue if you are employed at Seaport Companies? Yes No <i>If yes, please list job title(s) & location(s)</i>																								
EDUCATION																								
<i>In the following section do not indicate you have graduated unless you have actually been awarded your degree or diploma. If you are completing your final course requirements, have had your degree or diploma withheld due to nonpayment of tuition or for any other reason have not been awarded your degree or diploma, you should answer "NO" to the question "Did you graduate?" Seaport Companies verifies all educational information. Please Note: High school or college degrees are not required for employment in all positions.</i>																								
Indicate Highest Grade Completed: <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">High School</td> <td style="padding-right: 20px;">9</td> <td style="padding-right: 20px;">10</td> <td style="padding-right: 20px;">11</td> <td>12</td> </tr> <tr> <td>College, Trade or Business</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Graduate Studies</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	High School	9	10	11	12	College, Trade or Business	1	2	3	4	Graduate Studies													
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List any professional designations / affiliations:																								

EMPLOYMENT

Starting with your present or most recent employer, list employment for at least the **last 5 years**, including summer, self-employment, part-time and full time work and any military service. You may also include any work performed on a volunteer basis. If additional space is necessary, continue on the back of the application.

Under "Starting Salary" or "Final Salary," please list your base pay only. Do not include any other compensation you may have received or may be receiving. Bonuses, commissions, overtime pay, etc. may be included in "Other Earnings." All requested employment data must be disclosed, however verification will not begin until an offer is accepted.

Employer Name		Reason for Leaving	Starting Salary
Employed From /	Employer Address	Supervisor Name	Ending Salary
Employed Until /	Job title	Supervisor Phone #	Bonus/other earnings
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Employer Name		Reason for Leaving	Starting Salary
Employed From /	Employer Address	Supervisor Name	Ending Salary
Employed Until /	Job title	Supervisor Phone #	Bonus/other earnings

Have you ever been dismissed, suspended, asked or permitted to resign from any position? **Yes** **No**

If yes, describe in full (including name of employer and reason for leaving)

GENERAL

Account here for all intervals of unemployment during the last 5 years.

From: Month / Year	Until: Month / Year	Please state what you were doing.

Please provide current or past employment references (i.e. past or present managers/supervisors).

Name	Company	Title	Years Known
Address	City	State	Zip
			Phone number
Name	Company	Title	Years Known
Address	City	State	Zip
			Phone number

If you are currently employed, may we contact your present employer? **Yes** **No**

CERTIFICATION AND AUTHORIZATION

Fair Credit Reporting Act and Similar State Laws

In connection with your application for employment, Seaport Companies will obtain consumer reports, consumer credit reports, or investigative consumer reports that include information regarding your financial and credit record, education, character, general reputation, personal characteristics, and mode of living. The nature and scope of the most common form of investigative consumer report is an investigation into your character, general reputation, criminal, educational and/or employment history, but it may also include personal interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. These reports also may be obtained during the course of your employment.

These consumer reports, consumer credit reports and investigative consumer reports may be shared among Seaport Companies affiliates. If you do not wish these reports to be shared, you must check the following box. If you check this box, we will not be able to complete your background investigation, and therefore will not be able to consider you any further for employment.

By signing this document you authorize Seaport Companies to obtain these reports and share them amongst Seaport Companies affiliates for employment purposes. Generally consumer credit reports are obtained from Trans Union LLC or Equifax. You may request a statement of the nature and scope of a consumer report or investigative consumer report by writing to:

Fidelity Investments
Attention: Backgrounds
82 Devonshire Street
Boston, MA 02109

Please check this box if you wish to receive a copy of any consumer report provided to Seaport Companies and list the address to which you would like the report sent:

Included with this application form is a Fair Credit Reporting Act notice, which you may retain for your records. The Seaport Companies are also furnishing you with a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission, in addition to any applicable state law notices, which will be provided to you separately.

Name

Address

City

State

Zip

Disclosure Required By The Fair Credit Reporting Act:

For employment purposes, Seaport Companies and its agents may at any time obtain consumer reports and/or investigative consumer reports that include information regarding your financial and credit record, education, character, general reputation, and personal characteristics and mode of living. The nature and scope of the most common form of investigative consumer report is an investigation into your character, general reputation, criminal, educational and/or employment history, but it may also include personal interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. The nature and scope of the consumer reports and investigative consumer reports generally sought are described above, but you may request further details of the nature and scope of these reports by writing to Fidelity Investments, Attention: Backgrounds, 82 Devonshire Street, Boston, MA 02109. Upon receiving a request from you, Fidelity will provide you with a written statement of that information within five days after the date on which Fidelity receives your request.

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

I understand that neither this application nor any of Seaport Companies handbooks, manuals, memoranda, policies, practices, compensation structures or other procedures create contractual rights or entitlements, and may be modified or eliminated by Seaport Companies at any time, in its sole discretion. I understand that an offer of employment from Seaport Companies is not valid or binding until I receive a formal written offer. If I am hired, I understand that my employment is at will and may be terminated by me or by Seaport Companies at any time, with or without cause or notice. Any agreement altering my at will employment status must be in writing and must be signed by the President or Vice President of Human Resources of Seaport Companies.

I agree to undergo a pre-employment drug test as part of my application for employment with Seaport Companies and understand that any offer for employment is contingent upon a drug test result that is satisfactory to Seaport Companies.

I certify that the information contained on this application form is accurate and complete in all respects. I understand that this information and references regarding me may be investigated by Seaport Companies or its agents, and that giving inaccurate or incomplete information may result in my being rejected for employment. If discovered after my employment commences, may result in disciplinary action up to and including dismissal from employment. I authorize Seaport Companies and its affiliates to verify all information I have provided on this application form, to conduct a comprehensive background investigation, and to check personal and employment references. I release anyone from any and all liability to me, which could result from their disclosure of information in response to Seaport Companies' inquiries. A photocopy of this authorization and release may be considered as valid as an original.

I have read this statement, understand it, and agree to be bound by it.

Signature

Date

12/10

SEAPORT COMPANIES PRE-EMPLOYMENT DRUG TESTING PROGRAM

POLICY ON DRUGS AND ALCOHOL

Seaport Companies is committed to providing employees with a safe work environment and promoting programs which encourage high standards of employee health. An employee who is under the influence of drugs or alcohol on the job may pose safety and health risks to himself, herself or others, while the possession, use or sale of an illegal drug or alcohol in the workplace may place safety, health and business operations at risk.

Appearing for work under the influence of alcohol or appearing for work under the influence of controlled substances except as specifically instructed by a physician violates the Seaport Companies policy. Possession, use or sale of alcohol on Company property is permitted only to the extent employees are required to stock, serve or sell alcohol to guests as part of their regular job duties and is otherwise prohibited at all times. Possession, use or sale of controlled substances, except as specifically instructed by a physician, is prohibited on Company property at all times.

Violation of this policy will result in disciplinary action up to and including immediate termination from employment.

To promote a drug-free workplace, Seaport Companies conducts pre-employment drug testing of all applicants for employment. The drug test screens for illegal drugs, certain prescription drugs, and certain over-the-counter drugs. Any applicant who refuses to sign a Consent and Release Form, refuses to be tested, or tests positive for illegal drugs will not be considered for employment.

GENERAL INFORMATION

The following information has been documented to help the drug testing procedure utilized by Seaport Companies and to relieve any anxiety or concern associated with it. Be assured, the purpose of this test is not to entrap anyone. It is to provide objective evidence to Seaport Companies that you will be part of a drug-free workforce. The fact that Seaport Companies conducts a pre-employment drug test does not indicate that Seaport Companies suspect you of using drugs.

The specimen collection will be conducted at either a Smithkline Beecham, Labcorp or Quest Diagnostics lab in a strict and secure manner called the Chain of Custody (C.O.C) Procedure. This procedure has been developed to ensure that the specimen belongs to you and is not intentionally or accidentally contaminated, diluted or substituted prior to testing. When you go to the collection site, you must comply with the following procedures:

- 1) You are required to show a photo ID when reporting for a collection.
- 2) You must follow the procedures of the facility doing the urine collection.
- 3) You may be asked to wash your hands before providing a specimen.
- 4) You will be allowed to provide the specimen privately without being observed.
- 5) After handing the specimen container to the collector: Please keep your sample in view at all times until it is sealed, labeled and placed in its shipping container.
- 6) The collector will check the temperature strip affixed to the collection bottle to verify that the urine is a recent sample and will make sure that the security tape is properly affixed and all the documentation is signed before sealing the proper parts of the C.O.C. paperwork along with your sample in the security envelope.
- 7) You will be asked to sign and/or initial in specific locations on the C.O.C. paperwork and to initial the seal on the specimen container acknowledging that this is your specimen.
- 8) With regard to your privacy, only those persons who are authorized by Seaport Companies will have the results of your drug test reported to them.
- 9) Please use your Social Security Number for identification on both the C.O.C. form and on the security seal of the sample.

CONSENT AND RELEASE

I have read the foregoing information about drug testing. I understand that any offer of employment made to me by Seaport Companies is contingent upon the satisfactory completion of a pre-employment test for certain drugs, including but not limited to illegal drugs such as marijuana, cocaine and heroin, and certain prescription or over-the counter drugs. The purpose of the test will be to determine whether I am using or have recently used any such drugs.

By signing below, I consent to drug testing as defined and administered by Seaport Companies and I release Seaport Companies from any and all liability for such drug testing. I also consent to the release of the results of my drug test by Seaport Companies to those of its representatives who have a need to know and release Seaport Companies from any and all liability for such disclosures.

In the event of a positive drug test result, I will be advised of that result.

Name (please print)

Signature

Date