

# ALLSTAFF

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, national origin or handicap

## APPLICATION FOR EMPLOYMENT

FIRST NAME: Yvette LAST NAME: Bourgeois MID INIT: I

STREET ADDRESS: 325A West Main Street

CITY Tilton STATE New Ham ZIP 03276

TELEPHONE ( ) 603-998-1172 EMAIL: ybourgeois30@gmail.com

Shifts Available (1,2,3): First

Are you legally eligible for employment in this country? Y/N Yes

If you are under the age of 18, can you furnish a work permit? Y/N N/A

Apart from religious observances, are you available full time? Y/N Yes  
If NO, what hours are you available?

Will you work overtime if asked Y/N? Yes

Have you ever been convicted of a felony Y/N? No

Such convictions may be relevant if job related, but does not bar you from employment.  
If yes, please describe

Have you ever been convicted of a misdemeanor? Y/N No

Such convictions may be relevant if job related, but does not bar you from employment.  
If Yes, please describe

What position are you applying for? Entry level Administrative

Are you capable of performing the essential functions of the position for which you are applying? Y/N Yes

In case of emergency, whom shall we contact? Nina Savignano

Relationship Daughter Phone 781-485-7597

How did you learn of our organization? Online

Driver's License # Driver's License State Expiration Date

### SKILLS AND QUALIFICATIONS

Please summarize special skills and qualifications acquired from employment or other experience that may qualify you for work with our company:

Clerical Duties such as faxing ,scanning ,answering phones , calendaring appointments, greeting clients ,front desk, customer service. I have basic computer skills but very trainable if shown.

### EDUCATIONAL QUALIFICATIONS

NAME AND LOCATION YEARS COMPLETED GRADUATED? COURSES STUDIED

HIGH SCHOOL: Lynn English Yes

COLLEGE:

OTHER:

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**EMPLOYMENT HISTORY**

List your last (3) employers, assignments or volunteer activities, starting with the most recent, including military experience

FROM March 1, 2018 TO May 17, 2021 EMPLOYER Davis/Hunt Law TELEPHONE 603-671-5911  
 JOB TITLE Legal Administrative Assistant ADDRESS 780 Central Street Franklin NH  
 IMMEDIATE SUPERVISOR AND TITLE Attorney Brad Davis NATURE OF WORK/JOB RESPONSIBILITIES All administrative duties for 2 Attorneys  
 REASON FOR LEAVING No benefits, low wage HOURLY RATE/SALARY Start\$ Per Final\$ 12.50 Per Hour

FROM August 1, 2011 TO May 1, 2014 EMPLOYER Catholic Charities Child Care TELEPHONE 781-462-5372  
 JOB TITLE Front Desk Receptionist ADDRESS 37N Federal Street Lynn Ma  
 IMMEDIATE SUPERVISOR AND TITLE Donna LeMoine NATURE OF WORK/JOB RESPONSIBILITIES Front Desk Receptionist Child Care Facility  
 REASON FOR LEAVING Moved to NH HOURLY RATE/SALARY Start\$ Per Final\$ 14.00 Per Hour

FROM TO EMPLOYER TELEPHONE  
 JOB TITLE ADDRESS  
 IMMEDIATE SUPERVISOR AND TITLE NATURE OF WORK/JOB RESPONSIBILITIES  
 REASON FOR LEAVING HOURLY RATE/SALARY Start\$ Per Final\$ Per

**REFERENCES - BUSINESS**

NAME	TELEPHONE	COMPANY
Attorney Brad Davis	603-671-5911	Davis/Hunt Law
Attorney Robert Hunt	603-671-5911	Davis/Hunt Law
Donna LeMoine	781-462-5372	Catholic Charities

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I have read above and agree to the terms:

Agree

Signature of Applicant *Yvette Bourgeois*

Date: September 20, 2021 at 11:30 am