Town of Williamsburg, Massachusetts

Application for Employment

Instructions: Complete all sections (even if using a resume). Be sure to sign/date. Please print.

How did you hear of the position? _____ad _____posting _____friend/relative _____other

Position being applied for: _____

Personal Information

Name:_____

Address:

_____

_____

Telephone Number: _____ Expected wage: _____

If hired, can you provide proof of citizenship or legal right to work? ____yes _____no

Are you under 18 years of age? _____yes _____no If yes, how old are you? _____

Have you ever been employed by the Town before? _____ yes _____ no

If yes, when? _____ In what department? _____

Are you available to work? _____full time _____ part time _____other

If you were hired, when could you begin work? _____

Education

Name/Location	Course of Study	Graduate	Degree
High School:		Yes or No	
College:			
Graduate School:			
Other (Business Technical, etc.):			

Employment History

Employer's name: _____ Ending Salary: _____

Address _____ Telephone: _____

Job Title: _____ Worked from: _____to_____

Immediate Supervisor's name and title: _____

Describe the work you performed: _____

_____

Reason for leaving: _____

Check here if you do NOT want us to contact this employer _____

Employer's name: _____ Ending Salary: _____

Address _____ Telephone: _____

Job Title: _____ Worked from: _____to_____

Immediate Supervisor's name and title: _____

Describe the work you performed: _____

_____

Reason for leaving: _____

Check here if you do NOT want us to contact this employer _____

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Employer's name: _____ Ending Salary: _____

Address _____ Telephone: _____

Job Title: _____ Worked from: _____to_____

Immediate Supervisor's name and title: _____

Describe the work you performed: _____

_____

Reason for leaving: _____

Check here if you do NOT want us to contact this employer _____

Special Skills or Related Work Experience

Describe any specialized training or job related skills that you have that will help us evaluate your application for Employment:

_____

_____

_____

_____

Military History

Are you a veteran of the U.S. Armed Forces: _____ Yes _____No If yes, please complete this section:

Do you qualify as a "Wartime Veteran"? _____ Yes _____No

Branch: _____ Rank at Discharge: _____

Discharge Status: _____ Present Military Status: _____

Dates of Service: From _____ to _____

Additional Information

To the Applicant:
Answer the following question only if you have seen a copy of the position's job description, including the essential functions or the position. Federal laws prohibit discrimination because of age, citizenship, disability, veteran's status, religion, genetic information or participation in union activities.

After viewing a written job description, which includes the essential job functions of the position for which you are applying, are you able to perform each of the essential job functions listed for this position?
_____Yes _____No

Professional References: (Do not include friends or family members)

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Name: _____ Phone: _____

Address: _____ Relationship: _____

Emergency Contact: Name: _____ Phone: _____

Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I must be available from time to time to work outside normal business hours as the needs of the department require. Further, if requested, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination. I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986.

I understand that nothing contained in this application or in the granting of an interview is intended to create a contract between me and the Town for either employment or the provision of any benefits; and further understand that if an employment relationship is subsequently established, I will have the right to terminate my employment at any time and the Town will have a similar right.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history, and background.

Signature: _____ Date:_____

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.

Do not write below this line

Date: _____ Interviewer:_____

Comments

_____

_____

_____

_____