



APPLICATION FOR EMPLOYMENT
COMMONWEALTH OF MASSACHUSETTS
Town of Easton

ALL APPLICATIONS TO BE RETURNED TO THE TOWN ADMINISTRATOR'S OFFICE

Applicants are considered for all positions without regard to political affiliation, race, creed, color, religion, sexual orientation, gender, national origin, age, genetic information, disability or other legally protected classification, or other non-merit factor.

(PLEASE PRINT)

Date of Application _____

Position(s) Applied For: _____

Referral Sources: Advertisement Friend Website Walk-In
 Employment Agency Other:

Name: _____
Last First Middle

Address: _____
Number Street City State Zip Code

Telephone: (_____) _____ Email : _____
Area Code

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes give date: _____

Have you ever been employed here before? Yes No If yes give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you legally authorized to work in the United States? Yes No

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names that indicate any legally protected classification.

1. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____
Job Title/Work Performed : _____

Hourly/Salary Rate: starting: _____ final: _____

2. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____
Job Title/Work Performed: _____

Hourly/Salary Rate: starting: _____ final: _____

3. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____
Job Title/Work Performed: _____

Hourly/Salary Rate: starting: _____ final: _____

4. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____
Job Title/Work Performed: _____

Hourly/Salary Rate: starting: _____ final: _____

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____
Job Title/Work Performed: _____

Hourly/Salary Rate: starting: _____ final: _____

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

EDUCATION:

	High School	College/University	Graduate/Professional
School Name			
Years Completed			
Diploma/Degree			
Describe Course of Study			
Describe Specialized Training, Apprenticeship, Skills and/or Extracurricular Activities			
Honors Received			

State any additional information you feel may be helpful to us in considering your application: _____

List professional, trade, business or civic activities and offices held: (you may exclude the names of those that indicate any legally protected classification): _____

Give name, address, and telephone number of three (3) references (who are not related to you)

1. _____
2. _____
3. _____

APPLICANT'S STATEMENT

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 authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Easton to obtain any information from schools, employers, government agencies, or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history, criminal history, and discipline and my prior academic and/or personnel records. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Easton any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Easton's use only.

I hereby voluntarily release, discharge and exonerate the Town of Easton, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Easton.

I understand that all appointments are made under the terms of the Town Charter, the Town's Personnel By-laws, and/or, as applicable, the relevant collective bargaining agreement as said documents may be amended from time-to-time.

If required for the position I am seeking, 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 under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

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

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature _____ Date: _____