

The TOWN OF TOWNSEND does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, disability, veteran status, ethnicity or age. No question on this application is intended to secure information to be used for such discrimination.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ - \_\_\_\_\_                      Email: \_\_\_\_\_

Position(s) desired:

Salary desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

## GENERAL INFORMATION

( ) Self ( ) School/College ( ) Newspaper ( ) Employee Referral  
Or Other Publication Name

( ) Other\*

\* If Other, Explain

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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

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

<b>Employer:</b>	<b>Dates Employed</b>	<b>Work Performed</b>
	<u>From</u> <u>To</u>	
<b>Address:</b>		
	<b>Hourly Rate/Salary</b>	
<b>Job Title:</b>	<u>Starting</u> <u>Final</u>	
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		
<b>Employer:</b>	<b>Dates Employed</b>	<b>Work Performed</b>
	<u>From</u> <u>To</u>	
<b>Address:</b>		
	<b>Hourly Rate/Salary</b>	
<b>Job Title:</b>	<u>Starting</u> <u>Final</u>	
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		
<b>Employer:</b>	<b>Dates Employed</b>	<b>Work Performed</b>
	<u>From</u> <u>To</u>	
<b>Address:</b>		
	<b>Hourly Rate/Salary</b>	
<b>Job Title:</b>	<u>Starting</u> <u>Final</u>	
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		
<b>Employer:</b>	<b>Dates Employed</b>	<b>Work Performed</b>
	<u>From</u> <u>To</u>	
<b>Address:</b>		
	<b>Hourly Rate/Salary</b>	
<b>Job Title:</b>	<u>Starting</u> <u>Final</u>	
<b>Supervisor:</b>		
<b>Reason for Leaving:</b>		

If you need additional space, please continue on a separate sheet of paper.

May we contact your present employer?

( ) Immediately ( ) After Acceptance of Employment ( ) No - If no, give reason

\_\_\_\_\_

Describe other training, certifications, licenses (CDL, etc.) or experience applicable to the job you are seeking.

\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

<b>High School</b>		Circle Last Completed Year 1    2    3    4	
Complete Address			
Dates Attended	From To	Graduated (   ) Yes (   ) No	Area of Interest:
<b>College</b>		Circle Last Completed Year 1    2    3    4	
Complete Address		Major Course Of Study:	
Dates Attended	From To	Graduated (   ) Yes (   ) No	Degree or Certificate Received:
<b>Other Schools or Specialized Training</b>		Circle Last Completed Year 1    2    3    4	
Complete Address		Major Course Of Study:	
Dates Attended	From To	Graduated (   ) Yes (   ) No	Degree Or Certificate Received:

Scholastic Honors, Scholarships, Etc.

Do You Intend To Continue Your Education? If Yes, Give Details:

## SEALED RECORD NOTICE

Have You Ever Been Convicted Of A Felony? (   ) Yes (   ) No

If yes, please explain:

You may omit any information or answer "no record" to the following question regarding: 1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; or 2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

A conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature of the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years? (   ) Yes (   ) No

If yes, please explain.

## REFERENCES:

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Give below the name of three professional or work - related references:

Name	Company	Title	Years Acquainted
1.			
2.			
3.			

### **AGREEMENT - Please Read Before Signing**

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NOTE: If you have any questions regarding the following statement, please ask the Personnel Representative before signing.

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I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references and that employment is for no stated term and may be terminated by me or the Town at any time.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town against any liability which might result from requesting such information.

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.*