

APPLICATION FOR EMPLOYMENT

TOWN OF WINCHENDON
Town Hall, 109 Front Street
Winchendon, Massachusetts 01475

Prospective employees will receive consideration without regard to race, creed, color, sex, age, national origin, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Date of Application _____

Position Applied For:
Full Name:
Address:
Telephone Number:

Are you legally eligible for employment in the United States? _____

Are you over 18 years of age? _____

Are you currently employed? _____

May we contact your present employer? _____

On what date would you be available for work? _____

Have you been convicted of a felony within the last 7 years? _____

If yes, please explain: _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases 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.

~ WE ARE AN EQUAL OPPORTUNITY EMPLOYER ~

EDUCATION

	School Name/Address	Course of Study	Years Completed	Did you Graduate?
College				
High School				
Elementary School				
Other				

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. State any additional information you feel may be helpful to us in considering your application.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the duties involved are attached.

Yes _____ No _____

REFERENCES

1. Name: _____ Phone: _____
Address: _____
2. Name: _____ Phone: _____
Address: _____
3. Name: _____ Phone: _____
Address: _____

EMPLOYMENT HISTORY

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer. You may include any job-related military service assignments and verified work performed on a volunteer basis. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Duties:
Address:	
Telephone Number: Supervisor:	
Job Title:	Reason for Leaving:
Dates Employed: From _____ To _____	
Rate of Pay: Start _____ Finish _____	

Employer:	Duties:
Address:	
Telephone Number: Supervisor:	
Job Title:	Reason for Leaving:
Dates Employed: From _____ To _____	
Rate of Pay: Start _____ Finish _____	

Employer:	Duties:
Address:	
Telephone Number: Supervisor:	
Job Title:	Reason for Leaving:
Dates Employed: From _____ To _____	
Rate of Pay: Start _____ Finish _____	

The information requested above may be provided on this form, or included in an attached resume.

APPLICANT'S STATEMENT

I certify that the information provided by me in this application is true and complete, to the best of my knowledge. I understand that if employed, any false or misleading information on this application shall be considered cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application shall be considered active for a period not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Date

Signature

OFFICE USE ONLY

INTERVIEWER NAME AND COMMENTS: _____

REFERENCE CHECK: _____
