

TOWN OF OTIS, MASSACHUSETTS

EMPLOYMENT APPLICATION

As an equal opportunity employer, the Town of Otis does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans status, national origin, sexual orientation or any other legally protected status. The Town of Otis only hires individuals authorized for employment in the United States.

If you are submitting a resume and cover letter as substitution in completing any portion of this resume, you may write "see resume." In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.

Position Applied For: _____ Date: _____

Schedule Desired: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal

Are you on layoff subject to recall? ☐ Yes ☐ No

Are there any hours, shifts or days you cannot - or will not - work? _____

Are you able to meet regular attendance & punctuality requirements of the job? ☐ Yes ☐ No

PERSONAL INFORMATION

First Name

Last Name

Middle Initial

Present Mailing AND Street Address

City

State

Zip Code

Home Telephone

Cell/Other Phone

Social Security Number

Are you authorized for employment in the United States? ☐ Yes ☐ No

If you are under 18 years of age, please state your age: _____

For jobs that require driving: Do you have a valid MA driver's license? ☐ Yes ☐ No

Driver's license number: _____ Class: _____ Exp. Date _____

Do you have a valid CDL? ☐ Yes ☐ No

List valid endorsements: _____

Do you authorize the Town to check your driving record for repeated or significant traffic violations? ☐ Yes ☐ No

EDUCATION

TYPE OF SCHOOL	NAME/LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	# OF YEARS COMPLETED	GRADUATED (check one)
HIGH SCHOOL				☐ Yes ☐ No
COLLEGE				☐ Yes ☐ No
GRADUATE SCHOOL				☐ Yes ☐ No
TECHNICAL SCHOOL				☐ Yes ☐ No
OTHER				☐ Yes ☐ No

EMPLOYMENT HISTORY

Starting with your present or last job, list all paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use additional sheets of paper if you need more space.

May we contact your present employer? ☐ Yes ☐ No

Name and Address of current employer and dates of employment	Position & Duties	Salary	Reason for Leaving
Telephone: _____ Dates (From/To): _____			
Telephone: _____ Dates (From/To): _____			
Telephone: _____ Dates (From/To): _____			
Telephone: _____ Dates (From/To): _____			
Telephone: _____ Dates (From/To): _____			

TRAINING AND PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical--professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.

License or Certificate	Date Awarded

SKILLS

In addition to work history on the previous page, what other experiences, skills or qualifications would be applicable to position applied for (include word processing, spreadsheet, machinery or equipment able to operate):

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain: _____

Have you been employed by the Town of Otis before? ☐ Yes ☐ No If yes, please indicate what department, when, and the position(s): _____

Reason for leaving: _____

List names of relatives now employed by the Town of Otis: _____

Have you been convicted of a crime within five years of the date of this application? ☐ Yes ☐ No NOTE: If you have a sealed record on file with the commissioner of probation you may answer NO to this question. Also, you may answer NO for first convictions only for the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. Have you ever been convicted of a felony? ☐ Yes ☐ No NOTE: If yes, please explain: _____

Have you ever been fired from a job, quit a job after being told you would be fired, left a job by mutual agreement following allegations of misconduct or for unsatisfactory performance? ☐ Yes ☐ No If yes, please explain: _____

REFERENCES

List business associates and/or individuals other than relatives who are familiar with your work:

Name	Address	Telephone	Occupation	Relationship

PERSON TO CONTACT IN CASE OF EMERGENCY

Full Name	Address	Telephone
Place of Employment	Address	Telephone
Relationship to you: _____		

APPLICANT'S CERTIFICATION AND AGREEMENT PLEASE READ THIS STATEMENT CAREFULLY

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show the Town of Otis documents that will prove this. I also understand that I may be required to successfully complete a medical examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by the Town of Otis.

I understand that the Town of Otis may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Inquiry (SORI) check, and verify data given on this application, on resume or related papers, and/or interviews. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. Conviction of a crime or termination from a job is not an automatic bar to your employment; all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of the Town of Otis or myself.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand also that I am required to abide by all rules, policies or regulations of the Town of Otis.

Applicant's signature: _____ Date: _____

You must sign and date this application to be considered for employment.

[illegible]

Department:		Grade/Step:
Position:		Date:
Hours:	DOB:	Starting pay:

☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal ☐ Grant Funded (full or in part)

Approved by:

Department Head

Human Resources Director