



# TOWN OF DEERFIELD, MASSACHUSETTS EMPLOYMENT APPLICATION

All information must be typed or printed in readable writing. Unreadable applications will be discarded.

## Personal Information

1. Date of Application: \_\_\_\_\_ 2. Position Applying for: \_\_\_\_\_

3. Name: \_\_\_\_\_ 4. Telephone Number: \_\_\_\_\_  
Last First Middle

5. Address: \_\_\_\_\_  
\_\_\_\_\_

6. Driver's License Number: \_\_\_\_\_  
Class Number State

7. If hired, can you provide proof of citizenship or legal right to work?  YES  NO

8. Are you under 18 years of age?  YES  NO If yes, date of birth? \_\_\_\_\_

9. Have you ever been employed by the Town before?  YES  NO  
If yes, when? \_\_\_\_\_ In which department? \_\_\_\_\_

10. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town?  
 YES  NO  
If yes, Employee's Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Education

Name / Location	Course of Study	# of Years Completed	Did you graduate?	Type of Degree(s)
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Technical			<input type="checkbox"/> YES <input type="checkbox"/> NO	

11. Do you possess the following skills? Please list in detail all that apply.

Specialized Training?  YES  NO Name of Training/Course: \_\_\_\_\_

Professional Licenses?  YES  NO Licenses: \_\_\_\_\_

Professional Memberships?  YES  NO Name of Organizations: \_\_\_\_\_

Computer Software?  YES  NO Name of Programs: \_\_\_\_\_

Office Equipment?  YES  NO Describe Equipment: \_\_\_\_\_

If more room is required, an additional sheet may be attached.



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**Employment History**

*List present employer first. A resume or supplemental sheet may be included, however, this section must be completed.*

**12. Employer's Name:**

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Describe the work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer?  YES  NO

**13. Employer's Name:**

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Describe the work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer?  YES  NO

**14. Employer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Describe the work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer?  YES  NO

**15. Employer's Name:**

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Describe the work performed: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact this employer?  YES  NO

*If more room is required, an additional sheet may be attached.*



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**References**

*Please provide professional and/or business references only. Note that references listed in this section will be contacted.*

**16. Reference #1**

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

Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

**17. Reference #2**

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

Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

**18. Reference #3**

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

Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

**20. How did you learn about the job for which you are applying?**       Walk-in       Town Employee

Newspaper: \_\_\_\_\_       Professional Journal: \_\_\_\_\_

Internet: \_\_\_\_\_       Other \_\_\_\_\_



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**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 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 Deerfield to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. 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 Deerfield any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Deerfield's use only.

I hereby voluntarily release, discharge and exonerate the Town of Deerfield, 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 Deerfield.

I understand that all hires and/or appointments are probationary and that I must demonstrate my ability for continued employment. 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.

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 eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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The Town of Deerfield is an equal opportunity provider. The Town does not discriminate regarding programs or employment based on race, gender, color, gender identity,<sup>1</sup> pregnancy, disability, religion, national origin, national ancestry, sexual orientation, genetics, military background, veteran status, or other protected class or characteristic.

<sup>1</sup> G.L. c. 4, § 7(59) provides "Gender identity" shall mean a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth. Gender-related identity may be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held as part of a person's core identity; provided, however, that gender-related identity shall not be asserted for any improper purpose.

*This institution is an equal opportunity provider.*



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**Release**

I \_\_\_\_\_ a candidate for the position of \_\_\_\_\_ hereby authorize the Town of Deerfield to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Deerfield from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Deerfield.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Deerfield has not yet employed me and for immediate dismissal if the Town of Deerfield has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Deerfield from any and all liability for providing this information.

In the event of my employment with the Town of Deerfield I will comply with all rules, regulations, and policies set forth in the Town of Deerfield Personnel Bylaw or other communications distributed by the Town of Deerfield.

I understand that nothing in this employment application, in the Town of Deerfield policy statements or personnel guidelines, or in my communications with any Town of Deerfield official is intended to create an employment contract between the Town of Deerfield and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Deerfield unless it is made in writing and signed by a Town of Deerfield official.

I hereby acknowledge that I have read and understand the preceding statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_