

TOWN OF DEERFIELD, MASSACHUSETTS
APPLICATION FOR EMPLOYMENT

The Town of Deerfield is committed to a policy of nondiscrimination and equal opportunity for all employees and applicants without regard to race, color, religion, national origin, ancestry, sex, gender identity, age, disability, genetics or active military personnel.

Date of Application _____

Please Print

Position applied for _____

Are you available to work _____ full time _____ part time _____ other

Referral source: ___ advertisement ___ job posting ___ relative ___ friend ___ other

SECTION I: PERSONAL INFORMATION

Name: _____
last first middle

Address: _____
no. & street town state zip code

Telephone No. _____ Cell No. _____

Email Address _____

If hired, can you provide proof of citizenship or legal right to work? _____ Yes _____ No

Are you under 18 years of age? _____ Yes _____ No

Valid Mass. Drivers License Number _____ Class _____

Have you ever filed an application here before? _____ Yes _____ No If Yes, When _____

Have you ever been employed with the Town before? ___ Yes ___ No ___ If yes, give dates of employment _____ in which Department? _____

Do you have any relatives working for the Town? _____

Having reviewed the duties of the job, which have been provided to you, are you capable of performing all the duties of the job? _____

If not, which duty(ies) are you not capable of performing? _____

Are you currently employed? _____ Yes _____ No

Are you on a layoff and subject to recall? _____ Yes _____ No

Are you a veteran of the U.S. Armed Services? ___ Yes _____ No (See Section IV, if a veteran)

SECTION II: EMPLOYMENT HISTORY (MOST RECENT FIRST)

1. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Give dates

Immediate Supervisor's name and job title: _____

Describe work you performed: _____

May we contact this employer? Yes _____ No _____

Reason for Leaving: _____

2. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Immediate Supervisor's name and job title: _____

Describe work you performed: _____

May we contact this employer? Yes _____ No _____

Reason for Leaving: _____

3. Employer's name: _____

Address: _____

Job Title: _____ Worked From: _____ to: _____

Give dates

Immediate Supervisor's name and job title: _____

Describe work you performed: _____

May we contact this employer? Yes _____ No _____

Reason for Leaving: _____

May we contact this employer? _____

List here any verified work performed on a volunteer basis:

SECTION III: EDUCATION

Name & Location of School		Diploma, Degree/Certificate
High School		
Vocational, Technical or Correspondence		
College/University		
Graduate/Professional		

Describe specialized training, Apprenticeship License, Foreign Language Skills, Other Skills and Extra Curricular Activities:

State any additional information you feel may be helpful to us in understanding your application.

SECTION IV: MILITARY HISTORY

Veteran of U.S. Armed Forces? _____ Yes _____ No

Branch _____

Rank when discharged _____ Discharge Status _____

Present Military Status _____

Service school or special experience _____

SECTION V: REFERENCES, MISCELLANEOUS

List profession, trade, business, and civic activities and offices held. (You may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veteran's status):

Give name, address, and telephone number of three (3) references, who are not related to you, and what your relationship is to them (e.g., your supervisor, your co-worker, etc.):

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 (whenever discovered). 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.

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 appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department required.

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 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.

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

Signature: _____ Date: _____

APPLICANT DO NOT WRITE BELOW THIS LINE

Interview date _____ Interviewer _____

Remarks _____

Action Taken _____
