

TOWN OF ESSEX
APPLICATION FOR EMPLOYMENT

Personal Data

Date: _____ Position Applied For: _____

First Name: _____ Middle: _____ Last: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: day () _____ eve () _____ e-mail: _____

Are you a United States Citizen? Yes () No ()

If not a United States Citizen, are you a permanent resident of the United States or otherwise authorized to work by the United States Immigration and Naturalization Service? Yes () No () *You may be required to present immigration papers.*

Have you ever been denied a fidelity bond? Yes () No () If "yes" please explain:

Have you previously been employed by the Town? Yes () No () If "yes" give dates and reason for leaving:

Education

High School Name and Address (years are not required)

Years Completed (please circle) 9 10 11 12

College/University

Years Completed (please circle) 1 2 3 4

Degree(s) Received _____

Graduate/Professional School(s)

Degree(s) Received _____

If you possess an Occupational License, Registration, Certification, etc. that you want considered, please attach a copy or list the exact title, date of expiration, etc.)

Employment Experience

Current/Last Job Held: _____

Employer: _____ From: _____ to _____

Supervisor's Name & Phone Number: _____

May we contact your current employer? Yes () No ()

Prior Job Held: _____

Employer: _____ From: _____ to _____

Supervisor's Name & Phone Number: _____

Prior Job Held: _____

Employer: _____ From: _____ to _____

Supervisor's Name & Phone Number: _____

List 3 References not related to you with daytime phone numbers: _____

List any military service: _____

I understand that this application is not and is not intended to be a contract of employment. I certify that the answers given herein are true and complete to the best of my knowledge and that misrepresentation or omission of facts herein may be cause for dismissal. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment.

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 Essex to obtain my previous work records, employment records, education, certification, professional licenses, driver's license and history (if job related), professional references and any other information concerning knowledge, skills, and abilities and all other necessary information. I further grant authority to the keeper of these records to release said records to the Town of Essex for the purpose of making its hiring decision. I hereby voluntarily release, discharge and hold harmless the Town of Essex, its officials, employees and representatives, and any person so furnishing information and hereby release them from all liability for damages and claims for requesting or providing this information.

I understand that any offer of employment that I receive from the Town of Essex may be contingent upon my successful completion of the pre-employment screening process, including, but not limited to, the Town of Essex receiving satisfactory references, review of my driving history, completion of a complete criminal background check and/or a Sex Offender Record Information ("SORI") check, and if appropriate, pre-employment drug test, physical examination, and/or psychological screening. I understand that any such test results will be communicated in a confidential manner.

I further 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.

Applicant's Signature: _____ **Date:** _____

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities because of political or religious opinions or affiliations, or because of age, color, disability, criminal records (inquiries only), gender, genetics, military service, national origin, ancestry, race, religion, past participation in discrimination complaints, sexual orientation, gender identity, marital status, pregnancy, parenthood, or disability which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liability.

For Office Use Only: _____
Date Received Initials of Receiver