



# Town of Freetown Employment Application

## Personal Information

The Town of Freetown is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, protected genetic information, national origin, ancestry, sex, age, disability, veteran's status, or sexual orientation. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Board of Selectmen's Office. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. Please print plainly.

Date of Application: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_  
First Last

Address: \_\_\_\_\_  
Number Street Apartment Number  
\_\_\_\_\_  
City/Town State Zip Code

Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

What method of transportation will you use to get to work? \_\_\_\_\_

Are you interested in a part-time position? YES NO If yes, please specify availability: \_\_\_\_\_

Were you previously employed by the Town of Freetown? If yes, when? \_\_\_\_\_

Please list any relatives employed by the Town of Freetown: \_\_\_\_\_

If considered favorably, when would you be able to work? \_\_\_\_\_

## Education

Name/Location	Course of Study	Years Completed	Did you graduate?	Degree
			YES NO	
			YES NO	
			YES NO	

Are there any other experiences, skills or qualifications which you feel would especially fit you for this position?  
Please attach copies of any relevant licenses you list.

\_\_\_\_\_  
\_\_\_\_\_

## Employment History

Please list present and past employment, beginning with your most recent employment. Please feel free to attach extra pages or a resume.

Employers Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

Supervisor's Name & Job Title: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

May we contact this employer? YES NO

Employers Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

Supervisor's Name & Job Title: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

May we contact this employer? YES NO

Employers Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dates Worked: \_\_\_\_\_

Supervisor's Name & Job Title: \_\_\_\_\_

Description of work performed: \_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

May we contact this employer? YES NO

## Military Service

Branch: \_\_\_\_\_ Rank: \_\_\_\_\_ Total Years of Service: \_\_\_\_\_

Skills/Duties: \_\_\_\_\_

\_\_\_\_\_

Related details: \_\_\_\_\_

\_\_\_\_\_

**Personal References**

Please list personal references below. Please note: this section is not for former employers or relatives.

Name & Occupation	Address	Phone Number

How did you learn about this job vacancy? Please identify what newspaper or website, if applicable.

**Agreement**

I certify that all information I have provided in order to apply for and secure work with the Town is true, complete and correct.

I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate discharge from the employer’s service whenever it is discovered.

I expressly authorize without reservation, the Town, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 45 days. At the conclusion of this time, if I have not heard from the Town and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I will be subject to the requirements of employment for the particular position I am to fill. These requirements may vary depending upon the particular Town department, division or agency concerned. I will be subject to the provisions and conditions applicable to the particular position for which I am hired, which may be set out in an Employment Contract, a Personnel Job Description or a Collective Bargaining Agreement, or a combination of those items.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

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 understand that I may include any verifiable volunteer work experience under the employment history section of this application.

Sealed Records: Disclosure of information relating to such records:

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” with respect to an inquiry herein relative to prior arrests, criminal 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.

I understand that any offer of employment that I receive from the Town of Freetown is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Freetown receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record inquiry if required, satisfactory verification of driver’s license, certifications and/or driving record, where required, and satisfactory completion of any required post-offer pre-employment drug test and physical examination.

I understand that the Town of Freetown is an at-will employer. If employed, I understand that my employment may be terminated without cause at any time, unless there is an applicable bargaining unit contract provision.

My signature certifies that I have read and agree with the above statements and all statements contained in this application for employment.

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

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