



TOWN OF MANCHESTER-BY-THE-SEA
Town Hall, 10 Central St., Manchester-by-the-Sea, MA 01944
APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination against race, gender, color, age, religious affiliation, national origin, sexual orientation, disability, veteran status, or any other class protected by federal or state law.

PERSONAL INFORMATION Date _____

Name _____
Last First Middle

Address _____
Number and Street City State Zip

Telephone Number (_____) _____ Cell (_____) _____

Email Address _____

Emergency Contact _____
Name Phone

The Town of Manchester-by-the-Sea supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?
Yes _____ No _____

POSITION APPLYING FOR

How did you hear about the position?

Have you ever been employed by the Town of Manchester-by-the-Sea? If so, when and by what department?

LICENSES (please list all licenses related to the position you seek)

Do you have a valid driver's license (Class D Auto)? Yes _____ No _____ Expiration date _____

Do you have a valid CDL license (Class A or B)? Yes _____ No _____ Expiration date _____

Do you have a valid Hydraulic license? Yes _____ No _____ Expiration date _____

What other valid licenses or certifications do you possess (job related)?

EDUCATION

<u>School</u>	<u>Address, City, State</u>	<u>Years Attended</u>	<u>Degree</u>
High School			
College			
Graduate School			
Trade, Business, Other			

MILITARY SERVICE

Have you ever served in the Armed Forces of the U.S.? Yes _____ No _____

What branch and what dates? _____

Current duty status and/or type of discharge: _____

SPECIAL SKILLS - List any special skills/training you have:

EMPLOYMENT HISTORY *Please account for all previous full and part-time work, beginning with your current or most recent employer. You may include any verified work performed on a volunteer basis. Resumes may be submitted as supplemental information. May we contact your present employer? Yes _____ No _____*

If no, please explain: _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

It is a violation of Massachusetts General Law to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liability.

I understand that any offer of employment from the Town of Manchester-by-the-Sea may be contingent upon successful completion of a pre-employment screening process including but not limited to satisfactory references, a satisfactory Criminal Offense Record Inquiry (CORI check) and/or Credit check if required, satisfactory verification of driver's license or certifications where required, and satisfactory completion of any required drug test or physical and/or psychological examination. The Town may waive any of the aforementioned under certain circumstances. I understand that the information released is for the Town of Manchester-by-the-Sea's use only.

I authorize verification of all statements contained in this application for employment and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Manchester-by-the-Sea to obtain any information from schools, employers, or individuals relating to my activities, as may be necessary in arriving at an employment decision, including contacting present and former employers.

I hereby release the Town of Manchester-by-the-Sea, my present and former employers and all individuals contacted for factual information about me, from any and all liability for damages arising from furnishing the requested information.

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

I understand that any employment offer by the Town of Manchester-by-the-Sea 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 certify that all statements made by me on this application are true and complete to the best of my knowledge. In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may be grounds for not employing me or dismissing me post-employment.

My signature below certifies that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____ Date: _____