

Town of Otis, Massachusetts

Employment Application

As an equal opportunity employer the Town of Otis does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans status, national origin, sexual orientation, gender identity or any other legally protected status. The Town of Otis only hires individuals authorized for employment in the United States.

IF YOU ARE SUBMITTING A RESUME AND COVER LETTER AS SUBSTITUTION IN COMPLETING ANY PORTION OF THIS RESUME, YOU MAY WRITE "SEE RESUME." IN DOING SO, YOU ARE EXPRESSLY CERTIFYING THAT ANY STATEMENTS AND INFORMATION CONTAINED THEREIN ARE INCORPORATED INTO THE APPLICATION FROM AND THE CONDITIONS OR YOUR AFFIXED APPLICANT SIGNATURE.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address & Mailing Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: XXX-XXX-XXXX Desired Salary: \$ _____

Position Applied for: _____

Are you on layoff, subject to recall? YES NO
 Any hours you can't work?

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you or a family member ever worked YES NO
for the Town? What department?

Have you ever been fired from a job, or quit YES NO Have you been convicted of a crime in the last YES NO
a job after being told you would be fired? 5 years?
If you have a sealed record on file with the commissioner of probation you may answer no to this question above. Also, you may answer no for first convictions only for the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you 18 years or older? YES NO If no, when?

(FOR JOBS THAT REQUIRE DRIVING) YES NO License #
Do you have a MA driver's License? Exp Date

Class

Endorsements

Does the Town have permission to check your driving record? YES NO

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO
 Degree: _____

References

Please list three business associates or individuals other than relatives who are familiar with your work.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Starting with your present or last job, list all paid, volunteer, full or part-time work, military service, and summer jobs performed during the last ten years (include work performed more than 10 years ago if it applies to the job you want).

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Training and Professional Licenses or Certifications

List job related licenses or certificates that you possess, and/or academic and professional activities and achievement awards. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.

License: _____ Date: _____

License: _____ Date: _____

Certificate: _____ Date: _____

Skills

In addition to your work history what other experiences, skills or qualifications would be applicable to position applied for:

Applicant's Certification and Agreement

Please read this statement carefully.

I certify that my answers are true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I understand that to be employed, I must lawfully be authorized to work in the United States, and I must show the Town of Otis documents that will prove this. 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 understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I may be required to successfully complete a medical examination, or submit proof of a recent physical, submit to urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by the Town of Otis.

I understand that the Town may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or Sex Offender Registry Inquiry (SORI) check, and verify data given on this application, on resume or related papers, and/or interviews. I authorize investigation of all statements contained in the application including all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me. I hereby voluntarily release, discharge and exonerate the Town of Otis, its agents and representatives, and an 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 Otis.

Conviction of a crime or termination from a job is not an automatic bar to your employment: all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause for any reason not prohibited by statute at any time with or without prior notice, at the option of the Town of Otis or myself.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand that if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand also that I am required to abide by all rules, policies or regulations of the Town of Otis.

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

Signature: _____ Date: _____

Persons to Contact in an Emergency

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

"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 race, color, sex, sexual orientation, gender identity or national origin."