



# APPLICATION FOR EMPLOYMENT

## Town of Westborough, MA

Town Manager's Office  
34 West Main Street  
Westborough, MA 01581

Thank you for your interest in employment with the Town of Westborough. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.

**PLEASE NOTE:** The town accepts applications for Advertised positions only. Applications must be returned to the address above by the advertised deadline for consideration.

**INSTRUCTIONS:** Each question should be fully and accurately answered. Please **PRINT** or **TYPE**, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

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### GENERAL

Position applying for: \_\_\_\_\_

Date of application: \_\_\_\_\_

Referral source: \_\_\_ advertisement \_\_\_ job posting \_\_\_ relative \_\_\_ friend \_\_\_ other

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying?      Yes      No

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### PERSONAL

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

Address: \_\_\_\_\_  
                No. & Street                              Town                              State                              Zip Code

Email: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

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

Are you age 18 or older?      Yes      No      If no, list date of birth: \_\_\_\_\_

Have you worked for the Town of Westborough before?      Yes      No

    If yes, list: (dept) \_\_\_\_\_      Dates of service: From: \_\_\_\_\_      To: \_\_\_\_\_

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States?      Yes      No

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### MILITARY HISTORY

Are you a veteran of the U.S. Armed Forces?      Yes      No      Branch: \_\_\_\_\_

Dates of service:      from \_\_\_\_\_      to \_\_\_\_\_

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**PRESENT AND PRIOR EMPLOYMENT**

Please list below employers in consecutive order with present or most recent employer listed **FIRST**. Account for all periods of time between employment. A resume may be attached but **DO NOT** refer to the resume when completing all sections of this application. Use additional sheets if necessary.

Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Worked from: \_\_\_\_\_ to: \_\_\_\_\_ Pay: \_\_\_\_\_ ; \_\_\_\_\_  
Starting Ending

Describe work you performed: \_\_\_\_\_

Immediate Supervisor's name, job title, and telephone number: \_\_\_\_\_

\_\_\_\_\_  
Name/Title

May we contact this employer? Yes No

\_\_\_\_\_  
Phone

Reasons for Leaving or Seeking other Employment: \_\_\_\_\_

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Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Worked from: \_\_\_\_\_ to: \_\_\_\_\_ Pay: \_\_\_\_\_ ; \_\_\_\_\_  
Starting Ending

Describe work you performed: \_\_\_\_\_

Immediate Supervisor's name, job title, and telephone number: \_\_\_\_\_

\_\_\_\_\_  
Name/Title

May we contact this employer? Yes No

\_\_\_\_\_  
Phone

Reasons for Leaving or Seeking other Employment: \_\_\_\_\_

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Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_

Worked from: \_\_\_\_\_ to: \_\_\_\_\_ Pay: \_\_\_\_\_ ; \_\_\_\_\_  
Starting Ending

Describe work you performed: \_\_\_\_\_

Immediate Supervisor's name, job title, and telephone number: \_\_\_\_\_

\_\_\_\_\_  
Name/Title

May we contact this employer? Yes No

\_\_\_\_\_  
Phone

Reasons for Leaving or Seeking other Employment: \_\_\_\_\_

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Have you ever been forced to resign from any position? If yes, please provide details:

\_\_\_\_\_

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**SPECIAL SKILLS , APTITUDES AND OTHER QUALIFICATIONS**

Computer skills:            Macintosh            IBM/Personal computers            Mainframe/network

Software programs:

Wordprocessing: \_\_\_\_\_

Spreadsheet: \_\_\_\_\_

Database: \_\_\_\_\_

Graphics: \_\_\_\_\_

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Class: \_\_\_\_\_

List any machinery or heavy equipment that you have operated efficiently: \_\_\_\_\_

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

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**EDUCATION**

Circle highest grade completed:

High School 1 2 3 4 Vocational School 1 2 3 4 Undergraduate 1 2 3 4 Graduate 1 2 3 4

**Name and Location of School**

**Graduated?**

High School	Yes No
Vocational School Course of Study:	Yes No
Undergraduate College: Major (s): Degree:	Yes No
Graduate College: Major (s): Degree:	Yes No

Additional education and/or vocational, technical or military training relevant to the position:

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**REFERENCES**

Please provide three professional references. References should be former supervisors who can comment on your past job performance.

	Name and occupation	Address	Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

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**APPLICANT'S CERTIFICATION**

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Westborough to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. 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 dismissal, should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town follows an "employment at will" policy and nothing in this employment application, in the Town's statements of personnel guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. Employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers' Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Applicant Do Not Write Below This Line**

Interview Date: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Remarks: \_\_\_\_\_

Action Taken: \_\_\_\_\_

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.