
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: _____

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: _____

Employer's name: _____

Address: _____

Job Title: _____

Worked from: _____ to: _____

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: _____

Employer's name: _____

Address: _____

Job Title: _____

Worked from: _____ to: _____

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: _____

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

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.)

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:

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) | _____ | _____ | _____ |

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:** _____

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.