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.

job postingr	elative friend	other
n as outlined in the job you are applying?	description. Are you a Yes No	ble to perform all of t
First		Middle
Town	State	Zip Code
Cell		
ship or legal right to wo	rk? Yes No	
no, list date of birth:		
oorough before? Yes	No	
Dates of servic	e: From:	To:
of of U.S. citizenship o ? Yes No	r valid work permit as i	required upon
rces? Yes No	Branch:	
to		
	job postingre n as outlined in the job zou are applying? First Town Cell ship or legal right to wo no, list date of birth: porough before? Yes Dates of servic of of U.S. citizenship o ? Yes No ces? Yes No	First Town State Cell Cell Cell Cell Cell

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: May we contact this employer? Yes No Reasons for Leaving or Seeking other Employment:	Name/Title Phone
Employer's name:	
Address: Job Title: to:	
Describe work you performed:	
Immediate Supervisor's name, job title, and telephone number: May we contact this employer? Yes No Reasons for Leaving or Seeking other Employment:	Name/Title Phone
Employer's name:	
Immediate Supervisor's name, job title, and telephone number: May we contact this employer? Yes No	Name/Title
Reasons for Leaving or Seeking other Employment:	Phone
Revised January 2018	

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:			
Wordprocessin	g:		
Spreadsheet:			
Database:			
Driver's license #:		State:Expires:	/ / Class:
List any machinery or h	eavy equipmen	t that you have operated effic	iently:
			·
Special qualifications an	d skills (license	es or certificates, membership	s in <i>professional</i> 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:	Yes	
Major (s): Degree:	No	
Graduate College:	Yes	
Major (s): Degree:	No	

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

REFERENCES

Please provide three <u>professional</u> 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 T	his Line	
Interview Date:	Interviewer:	
Remarks:		
Action Taken:		
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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.