

**TOWN OF ASHFIELD, MASSACHUSETTS  
APPLICATION FOR EMPLOYMENT**

Applicants are considered for all positions without regard to race, color, religion, gender, sexual orientation, age, ancestry, gender identity, disability, national origin, marital or veteran status, or any other class protected under the law.

Date of Application \_\_\_\_\_

***Please Print***

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Position applied for \_\_\_\_\_

Are you available to work  full time  part time  other

Referral source:  advertisement  job posting  relative  friend  other

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**SECTION I: PERSONAL INFORMATION**

Name: \_\_\_\_\_  
last first middle

Address: \_\_\_\_\_  
no. & street town state zip code

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Email Address \_\_\_\_\_

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

Are you under 18 years of age?  Yes  No

Valid Mass. Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_

Have you ever filed an application here before?  Yes  No If Yes, When \_\_\_\_\_

Have you ever been employed with the Town before?  Yes  No If yes, give dates of employment \_\_\_\_\_ in which Department? \_\_\_\_\_

Do you have any relatives working for the Town? \_\_\_\_\_

Are you currently employed?  Yes  No

Are you on a layoff and subject to recall?  Yes  No

Are you a veteran of the U.S. Armed Services?  Yes  No (See Section IV, if a veteran)

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**SECTION II:           EMPLOYMENT HISTORY (MOST RECENT FIRST)**

1. Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_           Employment Dates: \_\_\_\_\_ to: \_\_\_\_\_

Immediate Supervisor's name and job title:

\_\_\_\_\_

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

\_\_\_\_\_

2. Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_           Employment Dates: \_\_\_\_\_ to: \_\_\_\_\_

Immediate Supervisor's name and job title:

\_\_\_\_\_

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

\_\_\_\_\_

3. Employer's name: \_\_\_\_\_

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

Job Title: \_\_\_\_\_           Employment Dates: \_\_\_\_\_ to: \_\_\_\_\_

Immediate Supervisor's name and job title:

\_\_\_\_\_

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

\_\_\_\_\_

*Please attach additional pages as needed.*

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List here any verified work performed on a volunteer basis:

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**SECTION III: EDUCATION**

	Name of School	Location of School	Diploma, Degree/Certificate
High School			
Vocational, Technical or Correspondence			
College/University			
Graduate/Professional			

Describe specialized Training, Apprenticeship License, Foreign Language Skills, Skills and Extra Curricular Activities:

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State any additional information you feel may be helpful to us in understanding your application.

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**SECTION IV: MILITARY HISTORY**

Veteran of U.S. Armed Forces?     Yes             No

Branch \_\_\_\_\_

Rank when discharged \_\_\_\_\_ Discharge Status \_\_\_\_\_

Present Military Status \_\_\_\_\_

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Service school or special experience \_\_\_\_\_

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**SECTION V:           REFERENCES, MISCELLANEOUS**

List profession, trade, business or civic activities and offices held (you may exclude those race, color, religion, gender, sexual orientation, age, ancestry, gender identity, disability, national origin, marital or veteran status, or any other class protected under the law which indicate):

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Give name, address, and telephone number of three (3) work references:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**SECTION VI:           APPLICANT'S STATEMENT**

*The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge (whenever discovered).*

*If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment is contingent upon the results of such examination.*

*I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.*

*I understand that employment is introductory and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite*

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*period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.*

*I hereby voluntarily release, discharge and exonerate the Town of Ashfield, its agents and representatives, and any 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 Ashfield.*

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

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

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

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