

Town of Leicester

Application for Employment

Instructions: Print clearly in black or blue ink. Complete all sections. Sign and date the form.

APPLICANT INFORMATION

Name: _____

Street Address: _____

City, State, Zip Code _____

Mailing Address (if different): _____

Home Phone: _____ Other: _____

Email Address: _____

How were you referred to the Town of Leicester? _____

EMPLOYMENT POSITIONS

Position(s) for which you are applying: _____

Are you applying for: Regular full-time work Regular part-time work
 Temporary work Shift work

If hired, on what date would you be available for work? _____

Are you on a lay-off and subject to recall? Yes No

Can you travel, if the job requires it? Yes No

PERSONAL INFORMATION

Have you ever applied to/worked for the Town of Leicester? Yes No

If yes, please explain (include date[s]): _____

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)

Yes No

If hired, would you be able to present evidence that you can legally work in the United States?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? (See job description.) Yes No

Provide any additional job-related information you would like to have considered.

EDUCATION

Name and Address of School(s) – Did you Graduate? – Diploma/Degree

Skills and Qualifications: Licenses, Training, Apprenticeships, Awards

Job related training in the United States Military

EMPLOYMENT HISTORY

Present or Last Position

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ Dates Employed: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Previous Position(s):

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ Dates Employed: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____ Email: _____

Position Title: _____ Dates Employed: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

Include resume for additional work history.

May we contact your present employer? Yes No

REFERENCES

Please provide the names, addresses, telephone numbers, email addresses (if available) of three references who are neither related to you nor previous employers.

1. _____

2. _____

3. _____

The Town of Leicester does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, sexual orientation, or on the basis of age or

disability, as defined by law. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

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 liabilities.

Applicant's Statement (*Please read carefully before signing.*)

I certify that answers given herein are true and complete to the best of my knowledge and I understand that any false or misleading answers or any omission or concealment of facts will disqualify me from consideration for employment or may result in my immediate discharge.

I hereby understand and acknowledge that unless otherwise defined by applicable law or collective bargaining agreement, any employee relationship with the Town of Leicester is of an "at will" nature and that no employment contract rights have been created. I understand and agree that this means the employee may resign at any time, for any reason, with or without advance notice and the employer may discharge the employee at any time, with or without cause and with or without advance notice. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the Town of Leicester.

My purpose in filling out this application is to obtain the job for which I am applying, and I am available and willing to accept the position if it is offered to me.

I understand also, that I am required to abide by all rules and regulations of the employer, which may be changed without notice at the discretion of the Town.

Signature of Applicant

Date

<u>For Personnel Department Use Only</u>	
Arrange Interview:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks:	_____

Employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No Date of Employment: _____
Job Title:	_____ Department: _____
Hourly Rate/Salary:	_____