

**TOWN OF LANCASTER
EMPLOYMENT APPLICATION**



POSITION APPLIED FOR: _____

NAME _____
Last First Middle

ADDRESS: _____

TELEPHONE: _____

Best time to contact you at home:_____ Do you have any relatives who work for the Town:_____

Have you ever been employed by us before? If yes, when _____

Have you ever been employed by a public agency or municipality in Massachusetts? _____ If yes, where and when _____

Are you currently employed? _____ May we contact you at work? _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? _____ *Proof of citizenship or immigration status will be required upon employment.*

Are you able to perform the essential job-related functions? _____. (*see Job Description*)

Have you been convicted of a felony in the last seven years? _____ If yes, please explain.

Within the last five years have you been convicted of a misdemeanor that was not a first offense for drunkenness, simple assault, speeding, minor traffic violation, affray, or disturbing the peace?

_____ If yes, please explain. _____

EDUCATION

	Name & Address	Course of Study	Years Completed	Degree
High School				
College				
Graduate or Professional				
Other				

EMPLOYMENT HISTORY

Please account for the last 4 positions you have held. We () may () may not contact your present employer

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for Leaving

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for Leaving

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for Leaving

Employer	Address
Telephone	Title
Supervisor	Dates Worked
	Reason for Leaving

OFFICE SKILLS (if applicable) Check the column that best describes your knowledge:

	Beginner	Intermediate	Advanced
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Power Point			
Bookkeeping			

LICENSES & CERTIFICATE

Type	Licensing Authority	Number	Expiration

BUSINESS/PROFESSIONAL REFERENCES: *Do not include family members.*

Name & Address	Phone

ADDITIONAL INFORMATION: *List below any specialized training or job related skills acquired through military, civic, business or other activity, **paid or unpaid.***

State any additional information which might be helpful to us in considering your application.

EMPLOYMENT OF MINORS

The Town of Lancaster is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

- Are you under age 18? If yes, please indicate your age: _____

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING

- I understand that acceptance of this application by the Town of Lancaster does not imply that I will be employed.
- The information that I provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- I understand that any offer of employment that I receive from the Town of Lancaster is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Lancaster receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry (CORI check) and/or Credit check if required, satisfactory verification of driver’s license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

- In processing my application, the Town of Lancaster may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics.
- I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting: my present and former employers; individuals listed as business, educational or personal references; and other individuals to provide or further clarify information about me.
- I hereby release the Town, my present and former employers and all individuals contacted for factual information about me, from any and all liability for damages arising from furnishing the requested information.
- If employed by the Town of Lancaster, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a CORI and/or Credit check on me, investigate my driving record or verify my license(s) or certifications as required for employment at any time during my employment. I hereby authorize the Town to conduct a CORI and/or Credit check on me as a condition of applying for a position with the Town, where applicable, and agree to sign a CORI and/or Credit Request Form reflecting my authorization of the CORI and/or Credit check. I further release the Town and its agents from any and all potential claims associated with the Town's performing a CORI and/or Credit check on me in connection with my application for a position with the Town. As a condition of employment an employee may be required to provide additional or updated information and may require both drug testing and employment physical in order to allow us to have necessary information for making a proper decision or reasonable accommodations, if necessary.
- I understand that the Town of Lancaster is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

MY SIGNATURE CERTIFIES THAT I HAVE READ AND AGREED WITH THE ABOVE STATEMENTS AND ALL STATEMENTS CONTAINED IN THIS EMPLOYMENT APPLICATION.

Signature of Applicant: _____ Date : _____

Please Print Name: _____

The Town of Lancaster is an equal opportunity employer M/F/D/V and does not discriminate based on race, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.