



TOWN OF NATICK APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of Application _____

Please Print

Position applied for _____

Are you available to work _____ full time _____ part time _____ other

Referral source: ___advertisement ___job posting ___relative ___friend ___other

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. Drivers 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? _____

Having reviewed the duties of the job, which have been provided to you, are you capable of performing all the duties of the job? _____

If not, which duty(ies) are you not capable of performing? _____

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)

Emergency Contact Name _____ Telephone # _____

SECTION II: EMPLOYMENT HISTORY (MOST RECENT FIRST)

1. Employer's name: _____
Address: _____
Job Title: _____ Worked From: _____ to: _____
Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending
Describe work you performed: _____

May we contact this employer? Yes _____ No _____ Telephone # _____
Reason for Leaving: _____

2. Employer's name: _____
Address: _____
Job Title: _____ Worked From: _____ to: _____
Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending
Describe work you performed: _____

May we contact this employer? Yes _____ No _____ Telephone # _____
Reason for Leaving: _____

3. Employer's name: _____
Address: _____
Job Title: _____ Worked From: _____ to: _____
Immediate Supervisor's name and job title: _____ Pay: _____ ; _____
starting ending
Describe work you performed: _____

May we contact this employer? Yes _____ No _____ Telephone # _____
Reason for Leaving: _____

List here any verified work performed on a volunteer basis:

SECTION III: EDUCATION

	Name & Location of School	Dates Attended	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:

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

SECTION IV: Computer Skills

Skill	Beginner	Intermediate Level	Advanced Level
Word Processing			
Spreadsheets			
Databases			
Graphics			
Web Design			
Technology/Mainframe/Network			
Bookkeeping			
Automated Accounting Systems			
Typing/Keyboard			

Other: You may, if you wish, attach a separate sheet stating briefly why you wish to work for the Town of Natick, and describing any additional experiences, skills or abilities that you believe qualify you for the position you seek.

SECTION V, MILITARY HISTORY

Veteran of U.S. Armed Forces? _____ Yes _____ No

Branch _____

Rank when discharged _____ Discharge Status _____

Present Military Status _____

Service school or special experience _____

SECTION VI, REFERENCES, MISCELLANEOUS

List profession, trade, business or civic activities and offices held. (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veteran’s status):

Give name, address, and telephone number of three (3) references (who are not related to you):

1. _____

2. _____

3. _____

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).*

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the town of Natick to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Natick any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Natick’s use only.

I hereby voluntarily release, discharge and exonerate the Town of Natick, 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 Natick.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite 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 required.

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

Signature: _____ Date: _____

APPLICANT DO NOT WRITE BELOW THIS LINE

Interview date _____ Interviewer _____

Remarks _____

Action Taken _____

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.

COMPLETION OF THIS FORM IS OPTIONAL
TO BE USED BY THE TOWN OF NATICK'S EEO/AA REPORTING REQUIREMENTS
INVITATION

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, marital or veteran status, medical condition or handicap.

The Town of Natick, as part of its commitment to equal employment opportunity and to its affirmative action program, invites all applicants to provide the following information.

The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel for research, reporting and evaluation purposes. The information is needed to document the hiring practices of the Town of Natick and to assess the effectiveness of its affirmative action program. Your cooperation would be appreciated but is entirely voluntary.

Position Applied For: _____ Date: _____

SEX

- Male
- Female

AGE

- under 16
- 16-39
- 40 – 69
- 70 +

ORIGIN

- White
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Cape Verdean

HANDICAP

- Mental
- Physical
- None

VIETNAM ERA VETERAN

- Yes
- No