

TOWN OF WAYLAND
41 Cochituate Road, Wayland, MA 01778

EMPLOYMENT APPLICATION

The Town of Wayland is committed to a policy of non-discrimination and equal opportunity for all employees and qualified applicants without regard to race, sex, color, ethnicity, age, sexual orientation, disability, religion, national origin, marital status, ancestry, handicap or veteran status.

Please type or print in ink.

Date of application: _____

Job Interest

Position applying for: _____

Type: Full-time___ Part-time___ Temporary___ Seasonal___

Referral source: Advertisement ___ Job Posting ___ Relative ___ Friend ___ Other___

Personal Information

Name: _____
Last First Middle

Address: _____
No. & Street Town State Zip Code

Telephone number: _____ E-mail _____

Are you eligible to work in the United States? ___ Yes ___ No

Are you under 18 years of age? ___ Yes ___ No

If yes, do you have working papers? ___ Yes ___ No

Have you ever been employed with the Town before? ___ Yes ___ No

If yes, when? _____ In what position? _____

Why did you leave? _____

Do you have a relative employed by the town? ___ Yes ___ No

If yes, their name: _____

Relationship: _____

Education

<u>Name/Location</u>	<u>Course of study</u>	<u>Did you graduate?</u>	<u>If not, years attended</u>	<u>Degree</u>
High School:				

Business/Technical/Other training:

College:

Graduate school:

Licenses/Certificates/Proficiencies

Do you have a valid driver's license? Yes No (Not required for all positions. Unless driving is an essential function of the position, lack of a driver's license will not disqualify an applicant.)

Class: _____ Endorsements: _____ Expiration Date: _____

Do you have any professional licenses? Yes No

If yes, please identify.

License: _____ Expiration Date: _____

License: _____ Expiration Date: _____

License: _____ Expiration Date: _____

Please list any computer software programs in which you are proficient:

Please describe any additional specialized training or job-related skills you may have that will help us evaluate your application for employment.

Employment History

Please list most recent employment first. You may include work performed on a volunteer basis.

1. Employer's Name: _____

Address: _____ Tel: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

2. Employer's Name: _____

Address: _____ Tel: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

3. Employer's Name: _____

Address: _____ Tel: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

4. Employer's Name: _____

Address: _____ Tel: _____

Job title: _____ Dates of employment: _____ to _____

Immediate supervisor's name and job title:

Describe the work you performed: _____

Reason for leaving: _____

References

Please list three business/employment/volunteer references:

1. Name: _____ Company: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____

2. Name: _____ Company: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____

3. Name: _____ Company: _____

Position: _____ Telephone: Work _____ Home _____

Address: _____

Agreement

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 or omissions given in my application or interview(s) may result in discharge. I understand that all appointments are probationary and that I must demonstrate my fitness for continued employment during the probationary period. 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 authorize the Town to conduct a criminal background check on me in consideration of my being offered employment. If offered the position, I agree to take a physical examination, given by an appointed Town physician, which may include testing for drugs, alcohol and/or a psychological examination, as required by the particular department, and recognize that any offer of employment may be contingent upon passing the physical and psychological exam (if applicable) and my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986. 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.

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.

**TOWN OF WAYLAND
RELEASE FORM**

I _____ a candidate for the position of _____ hereby authorize the Town of Wayland to investigate all statements in my application and to secure information from all my employers, references, and academic institutions. I hereby release all of those employers (current and prior), references, academic institutions, and the Town of Wayland from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Wayland.

Prior to being considered as a finalist for a position, I hereby voluntarily authorize the Town to conduct a criminal background check. Furthermore, I authorize the Town to investigate any and all statements made on my resume and/or application for employment. I hereby release the Town from any and all liability as a result of such investigation.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my criminal background check, academic credentials and/or employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Wayland has not employed me and for immediate dismissal if the Town of Wayland has employed me. I also authorize the Town of Wayland to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Town of Wayland from any and all liability for its providing this information.

In the event of my employment with the Town of Wayland, I will comply with all rules, regulations, and policies set forth in the Town of Wayland's policy manual or other communications distributed by the Town of Wayland.

I understand that nothing in this employment application, in the Town of Wayland's policy statements or personnel guidelines, or in my communications with any Town of Wayland official is intended to create an employment contract between the Town of Wayland and me. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Town of Wayland unless it is made in writing and signed by a Town of Wayland official.

I hereby acknowledge that I have read, understand and agree to the terms in the preceding statement.

Signature of Applicant

Date