

Town of West Springfield Employment Application

*The Town of West Springfield is an
Affirmative Action / Equal Employment Opportunity Employer*

Personal Information

1. Date of Application: _____ 2. Position Applying For: _____
3. Are you available to work: Full time Part time If part time, what will be your days/hours of availability?

4. Name: _____

Last
First
Middle
5. Address: _____

Number
Street
Apartment Number

City/Town
State
Zip Code
6. Telephone Number: Home: _____ Daytime: _____

Area Code/Number
Area Code/Number
7. Social Security Number: _____ 8. Driver's License Number: _____

Class/Number/State
9. If hired, can you provide proof of citizenship or legal right to work? Yes No
10. Are you under 18, can you furnish a work permit? Yes No
12. Have you ever been employed by the Town before? Yes No
 If yes, when? _____ In which department? _____
13. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town?
 Yes No
 If yes, Employee's Name: _____ Department: _____

Education

Name/Location	Major	Graduated		Degree Received
		Yes	No	
High School				
College				
Graduate School				
Business/Technical				

Employment History

List present employer first. A resume or supplement sheet may be included, however, this section must be completed.

14. Employer's Name: _____
Address: _____ **Telephone Number:** _____
Job Title: _____ **Worked From:** _____ **To:** _____
Immediate Supervisor's Name and Job Title: _____
Salary: _____ / _____ **May we contact this employer?** Yes No
 Starting **Ending**
Describe the work you performed: _____

Reason(s) for leaving: _____

15. Employer's Name: _____
Address: _____ **Telephone Number:** _____
Job Title: _____ **Worked From:** _____ **To:** _____
Immediate Supervisor's Name and Job Title: _____
Salary: _____ / _____ **May we contact this employer?** Yes No
 Starting **Ending**
Describe the work you performed: _____

Reason(s) for leaving: _____

16. Employer's Name: _____
Address: _____ **Telephone Number:** _____
Job Title: _____ **Worked From:** _____ **To:** _____
Immediate Supervisor's Name and Job Title: _____
Salary: _____ / _____ **May we contact this employer?** Yes No
 Starting **Ending**
Describe the work you performed: _____

Reason(s) for leaving: _____

17. Employer's Name: _____
Address: _____ **Telephone Number:** _____
Job Title: _____ **Worked From:** _____ **To:** _____
Immediate Supervisor's Name and Job Title: _____
Salary: _____ / _____ **May we contact this employer?** Yes No
 Starting **Ending**
Describe the work you performed: _____

Reason(s) for leaving: _____

18. Do you possess the following skills? Please list in detail all that apply.

Specialized Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Training/Course: _____
Professional Licenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licenses: _____
Professional Memberships?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Organizations: _____
Computer Software?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Programs: _____
Office Equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe Equipment: _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business references only. Note that references listed in this section may be contacted.

19. Reference #1

Name: _____ Address: _____
Business position: _____ Telephone _____ Home: _____
Work: _____

20. Reference #2

Name: _____ Address: _____
Business position: _____ Telephone _____ Home: _____
Work: _____

21. Reference #3

Name: _____ Address: _____
Business position: _____ Telephone _____ Home: _____
Work: _____

22. Reference #4

Name: _____ Address: _____
Business position: _____ Telephone _____ Home: _____
Work: _____

23. How did you learn about the job for which you are applying for?

<input type="checkbox"/> Walk-in	<input type="checkbox"/> Town Employees
<input type="checkbox"/> Newspaper; title _____	<input type="checkbox"/> Professional Journal; title _____
<input type="checkbox"/> Posted Town Bulletin _____	<input type="checkbox"/> The Internet _____
<input type="checkbox"/> Other _____	

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 given in my application or interview(s) may result in discharge.

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 West Springfield 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 West Springfield any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of West Springfield's use only.

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

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. 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.

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 or employment may be contingent upon the results of such an examination.

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

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

Signature: _____ Date: _____

“Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.”

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

Voluntary Affirmative Action Request Form

The Town of West Springfield as part of its commitment to Affirmative Action/Equal Employment Opportunity policies invites you to provide the following information. All applicants will be considered without regard to race, color, religion, gender, national origin, age, marital status or veteran status, medical condition or disability. 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 and is used to further the Town's Affirmative Action/Equal Employment Opportunity policies. Your cooperation is appreciated.

1. Position Title: _____

2. Gender: Male Female

3. Ethnic Origin:

White- All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black- All persons having origins in any of the black racial groups of Africa.

Hispanic- All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin regardless of race.

Asian or Pacific Islander- All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

American Indian or Alaskan Native- All persons having origins in any of the original people of North America maintaining cultural identification through tribal affiliations or community recognition.

Cape Verdean- All persons having origins on the Cape Verde Islands.

4. National Origin: _____

5. Veteran Status: Yes No
Vietnam Era, 1962-1975 Yes No

6. Disabled: Yes No

Town of West Springfield

Release

I _____ a candidate for the position of _____ hereby authorize the Town of West Springfield to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of West Springfield 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 West Springfield.

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

In the event of my employment with the Town of West Springfield, I will comply with all rules, regulations, and policies set forth in the Town of West Springfield's Salary Administration Plan By Law or other communications distributed by the Town of West Springfield.

I understand that nothing in this employment application, in the Town of West Springfield's policy statements or personnel guidelines, or in my communications with any Town of West Springfield official is intended to create an employment contract between the Town of West Springfield 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 West Springfield unless it is made in writing and signed by a Town of West Springfield official.

I hereby acknowledge that I have read and understand the preceding statement.

Signed: _____
Signature of Applicant

Date: _____