

Town of Clinton
Town Hall, 242 Church Street
Clinton, MA 01510

APPLICATION FOR EMPLOYMENT

(Information contained herein is CONFIDENTIAL and not for public review or distribution)

An Equal Opportunity/Affirmative Action Employer

Applicants will be considered without discrimination on account of race, creed, color, sex, age as defined by law, national origin, disability, military status, sexual orientation as defined by law, genetic information or any other legally protected class.

PLEASE NOTE: The town accepts applications for advertised positions only. To assure that your application will be properly evaluated, please answer each question clearly, completely and accurately. If you need more space, please attach a separate sheet. PRINT or TYPE all answers except for your signature at the end of the application. You may attach a copy of your resume if one is available, but not as a substitute for responding to all of the questions. If you need additional information or if you need assistance with this application, please contact the Town Administrator at (978) 365-4120.

Position desired: _____ Date _____

Full time _____ Part time _____ Temporary _____ Seasonal _____

PERSONAL INFORMATION

Name: (last) _____ (first) _____ (middle) _____

Address: (street) _____

(City or town) _____ (state) _____ (zip) _____

Telephone Number: Home (____) _____ Telephone between 8:30 a.m. and 5:00 p.m.: (____) _____

If this is your current place of employment, may we contact you there? ___ yes ___ no

Emergency Notification: Name _____ Relationship _____

Telephone Number: (____) _____ Address: _____

Are you age 18 or older? ___ yes ___ no If less than 18, date of birth? _____

If less than 18 and you are offered employment, can you furnish a work permit? ___ yes ___ no

U.S. Citizen? ___ yes ___ no If no, are you otherwise eligible for employment in the U.S.? ___ yes ___ no

(Any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and the Town will hire only those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identity.)

Have you served in the U. S. Armed Forces? ___ yes ___ no If yes, which branch? _____

Have you worked for the Town of Clinton before? ___ yes ___ no Dates: from _____ to _____

Are you related to anyone employed, or formerly employed, by the Town of Clinton? ___ yes ___ no

If yes, give name and relationship: _____

Referral Source: Self _____ Newspaper _____ School _____ Clinton employee _____ (name _____)
Website _____ Other? _____

EDUCATION AND TRAINING

Do not answer if education level is not relevant to the requirements of the position for which you are applying.

School	Name, Address, State	Years Attended	Degree
High School or Vocational School			
College			
Graduate School			
Trade/Business School			
Other, if any			

SKILLS AND CERTIFICATIONS

Please list all licenses you possess that relate to this position. A valid license is a condition of employment, where required.

License	Yes/No	If yes, enter state of issue, number, and expiration date
Valid driver's license (Class D Auto)		
Valid CDL license (Class A or B)		

Computer and Other Related Skills: Please check the column that you believe best describes your ability.

Skill	Beginner	Intermediate Level	Advanced Level
Word Processing			
Spreadsheets			
Databases			
Graphics			
Web design			
Computer 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 Clinton, and describing any additional experiences, skills or abilities that you believe qualify you for the position you seek.

CRIMINAL HISTORY

PLEASE READ: Under Massachusetts law, you may answer "no record" without explanation relative to prior arrests, criminal court appearances or convictions if you have a sealed record on file with the Commissioner of Probation. In addition, you may answer "no record" relative to prior arrests, court appearances and adjudications in and all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

Have you ever been convicted of a felony? yes no If yes, explain: _____

Have you been convicted of a misdemeanor within the past five years (other than a first conviction for any of the following: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?

yes no If yes, explain: _____

A conviction record would not necessarily bar employment. Factors such as age, time of offense, seriousness, and rehabilitation are considered.

EMPLOYMENT HISTORY

Please account for the last 10 years including periods of unemployment and military service. Start with your current employer. Include full-time and part-time and summer employment, and any verifiable work performed as an intern or volunteer. Please list only employment within the United States.

Employer:	Address:
Telephone: May we call now? <input type="checkbox"/> yes <input type="checkbox"/> no	Your title:
Supervisor	Dates worked
Salary received:	Reason for leaving:
Primary duties:	

Employer:	Address:
Telephone:	Your title:
Supervisor	Dates worked
Salary received:	Reason for leaving:
Primary duties:	

Employer:	Address:
Telephone:	Your title:
Supervisor	Dates worked
Salary received:	Reason for leaving:
Primary duties:	

Employer:	Address:
Telephone:	Your title:
Supervisor	Dates worked
Salary received:	Reason for leaving:
Primary duties:	

References (other than relatives):

Name	Address	Telephone number	Relationship

PLEASE READ CAREFULLY:

1. The information that I have provided is true and complete. I understand that misrepresentation or omission of any relevant fact in my application, resume or in any other materials or as provided during interviews may result in rejection of this employment application or immediate termination of employment if subsequently discovered.
2. I understand that any offer of employment that I receive from the Town of Clinton is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Clinton receiving satisfactory references, a satisfactory criminal history and Criminal Offender Record Inquiry ("CORI check"), and if appropriate, post-offer pre-employment drug test, physical examination relating to the essential functions of the job or psychological screening.
3. I understand that the Town of Clinton 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.
4. I authorize the Town of Clinton to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
5. I hereby release all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record in connection with my application for employment in the Town of Clinton.
6. If I am employed by the Town of Clinton, I understand that as a condition of continued employment I may be required to furnish additional or updated medical information, that I may be required to undergo a physical or psychological examination, that I may be subject to drug and/or alcohol testing, that the Town of Clinton may request a CORI check on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment.
7. I understand that nothing in this employment application, in the Town's statements of personnel policies or guidelines or in my communication with any Town employee or official is intended to create an employment contract between the Town and me other than an applicable collective bargaining agreement.
8. I understand that the Town of Clinton is an at-will employer, which means that if employed, my employment may be terminated with or without cause at any time with or without prior notice at the option of either the Town or myself unless there is an applicable bargaining unit contract provision.
9. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

My signature below certifies that I have read and agree with the above statements and all statements contained in this Application for Employment.

Applicant Name (Please print)

Applicant Signature

Date