TOWN OF LUNENBURG

17 MAIN ST. PO BOX 135, LUNENBURG MA01462

EMPLOYMENT APPLICATION

The Town of Lunenburg 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

Name/Location	Course of study	Did you graduate?	If not, years attended	Degree
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: _____

Starting Pay: _____ Ending Pay: _____

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: _____

Starting Pay: _____ Ending Pay: _____

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: _____

Starting Pay: _____ Ending Pay: _____

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: _____

Starting Pay: _____ Ending Pay: _____

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.