

CHIEF OF POLICE
Dennis J. Towle



TOWN OF SUTTON
POLICE DEPARTMENT
489 Central Turnpike
Sutton, MA 01590-1702
508-865-4449 (p)
508-865-8757 (f)

Town of Sutton

Application for Employment

Thank you for your interest in employment with the Town of Sutton. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only upon your merit, without regard to race, religion, sex, age, national origin or disability.

PLEASE NOTE: The town accepts applications for advertised positions only. Applications must be returned to the address above by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please PRINT or TYPE, except for your signature on the back of the application. A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____

Date of application: _____

Referral source (check): Advertisement _____ Job posting _____ relative _____ friend _____ other _____

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? (circle one) YES NO

PERSONAL

Name: _____
Last First Middle

Address: _____
Number/Street Town/City State Zip Code

Email: _____

Telephone: Home _____ Cell _____

If hired, can you provide proof of citizenship or legal right to work? (circle one) YES NO

Are you 18 years old or older? (circle) YES NO If no, list date of birth: _____

Have you worked for the Town of Sutton before? (circle one) YES NO
If yes, list department: _____ From: _____ To: _____
Dates of Service

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? (circle one) YES NO

MILITARY HISTORY

Are you a veteran of the U.S. Armed Forces? (circle one) YES NO Branch:

Dates of Service: From: _____ To: _____

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with the present or most recent employer listed FIRST. Account for all periods of time between employment. A resume may be attached but NO NOT refer to the resume when completing all sections of this application. Use additional sheets if necessary.

Employer's Name: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Describe work you performed: _____

Immediate Supervisor's Name, Job Title, and Telephone Number: _____

Name/Title

May we contact this employer? (circle one) YES NO

Phone

Reasons for leaving or seeking other employment: _____

Employer's Name: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Describe work you performed: _____

Immediate Supervisor's Name, Job Title, and Telephone Number: _____

Name/Title

May we contact this employer? (circle one) YES NO

Phone

Reasons for leaving or seeking other employment: _____

Employer's Name: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Describe work you performed: _____

Immediate Supervisor's Name, Job Title, and Telephone Number: _____

Name/Title

May we contact this employer? (circle one) YES NO

Phone

Reasons for leaving or seeking other employment: _____

Have you ever been forced to resign from any position? If yes, please provide details: _____

SPECIAL SKILLS, APTITUDES AND OTHER QUALIFICATIONS

Computer Skills: Macintosh IMB/Personal Computers Mainframe/Network

SPECIAL SKILLS, APTITUDES AND OTHER QUALIFICATIONS CONTINUED

Software Programs:

Word Processing: _____

Spreadsheet: _____

Database: _____

Graphics: _____

Driver's License Number: _____ State: _____ Expires: _____ Class: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

EDUCATION

Circle highest grade completed:

High School 1 2 3 4 Vocational School 1 2 3 4 Undergraduate 1 2 3 4 Graduate 1 2 3 4

Name and Location of School Graduated?

High School	YES
	NO

Vocational School	YES
Course of Study	NO

Undergraduate College:	YES
Major(s):	NO
Degree:	

Graduate College:	YES
Major(s):	
August 2019	

Degree:

NO

Additional education and/or vocational, technical or military training relevant to the position:

REFERENCES

Please provide three professional references. References should be former supervisors who can comment on your past job performance.

	Name and Occupation	Address	Phone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

APPLICANT’S CERTIFICATION

I understand that all statements made in this application are true and complete under pains and penalties of perjury. I authorize the Town of Sutton to investigate all statements made as part of this application and to secure any necessary information from all prior 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. I understand that any false answers or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal, should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity and that failure to submit proof will result in denial of employment. I understand that the Town of Sutton’s statement of personnel guidelines or in my communication with any employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled to benefits offered to full-time positions (except FICA and Workers’ Compensation). There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____ Date: _____

APPLICANT DO NOT WRITE BELOW THIS LINE

Interview Date: _____ Interviewer:

Remarks: _____

Action Taken: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin.