



TOWN OF SUTTON

EMPLOYMENT APPLICATION

All information must be typed or printed in legible writing.

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of application:

Referral source (check):

Advertisement _____ Job posting _____ Relative _____ Friend _____ Other _____

SECTION I: PERSONAL INFORMATION

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? YES _____ NO _____

Are you 18 years old or older? YES _____ NO _____

Have you worked for the Town of Sutton before? YES _____ NO _____

If yes, give dates of employment From: _____ To: _____

Which Department: _____

Having reviewed the duties of the job, which have been provided to you, are you capable of performing all the duties of the job? YES _____ NO _____

If no, which duty (ies) are you not capable of performing? _____

Are you Currently Employed: YES _____ NO _____

Are you on a layoff and subject to a recall? YES _____ NO _____

SECTION II: EMPLOYMENT HISTORY

Employer's Name: _____

Address: _____

Job Title: _____

Dates Employed: From: _____ To: _____

Describe work you performed: _____

Immediate Supervisor's Name and job title: _____

May we contact this employer? YES _____ NO _____

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 and job title: _____

May we contact this employer? YES _____ NO _____

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 and job title: _____

May we contact this employer? YES _____ NO _____

Reasons for leaving or seeking other employment:

List here any verified work performed on a volunteer basis:

SECTION III: EDUCATION

	Name & Location of School	Dates Attended	Diploma, Degree/Certificate	Did you Graduate?	
				Yes	No
High School				Yes	No
Vocational, Technical or Correspondence				Yes	No
College/University				Yes	No
Graduate/Professional				Yes	No

Describe specialized Training, Apprenticeship License, Foreign Language Skills, Skills and Extra Curricular Activities:

State any additional information you feel may be helpful to us in understanding your application.

SECTION IV: COMPUTER SKILLS (PLEASE CHECK)

<i>SKILL</i>	<i>BEGINNER</i>	<i>INTERMEDIATE</i>	<i>ADVANCED</i>
Word Processing			
Spreadsheets			
Databases			
Graphics			
Web Design			
Technology/Network			
Bookkeeping			
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 Sutton, and describing any additional experiences, skills, or abilities that you believe qualify you for the position you seek.

SECTION V: MILITARY HISTORY

Veteran of U.S. Armed Forces? YES _____ NO _____

Branch: _____

Rank when Discharged: _____ Discharge Status: _____

Present Military Status: _____

Service School or special experience: _____

SECTION VI: REFERENCES, MISCELLANEOUS

List profession, trade, business or civic activities and offices held. (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veteran's status):

Please supply name, address, and telephone number of three (3) references (who are not related to you):

1. _____

2. _____

3. _____

SECTION VII: APPLICANT'S ACKNOWLEDGEMENT

PLEASE READ CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION.

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.

I hereby authorize my present and former employers, educational institutions and references to disclose to the Town any and all information concerning my previous employment and any other pertinent information they may have, and I release all parties from any liability whatsoever resulting from such disclosure.

I certify that all the information provided by me on this Employment Application (and accompanying resume and/or other documents, if any) is true, accurate, 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 interviews(s) may result in withdrawal of any job offer or termination of employment.

I understand that an offer of employment may be conditioned upon the results of a medical screening exam, pre-employment drug screening, criminal records check, and/or a background check.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department required.

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

Signature: _____ Date: _____

APPLICANT DO NOT WRITE BELOW THIS LINE

Interview Date: _____ **Interviewer:** _____

Remarks: _____

Action Taken: _____