



TOWN OF MANCHESTER-BY-THE-SEA
Town Hall, 10 Central Street, Manchester-by-the-Sea, MA 01944
APPLICATION FOR EMPLOYMENT

The Town of Manchester-by-the-Sea is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, retaliation, national origin, ancestry, sexual orientation, gender, gender identity/expression, mental or physical disability, genetic information, choice of health insurance, marital status, age, veteran status or any other basis protected by law.

PERSONAL INFORMATION

Date _____

Name _____
Last First Middle

Address _____
Number and Street City State Zip

Telephone Number (_____) _____ Cell (_____) _____

Email Address _____

Emergency Contact _____
Name Phone

The Town of Manchester-by-the-Sea supports the Americans with Disabilities Act (ADA). Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?
Yes _____ No _____

POSITION APPLYING FOR

How did you hear about the position?

Have you ever been employed by the Town of Manchester-by-the-Sea? If so, when and by what department?

LICENSES (please list all licenses related to the position you seek)

Do you have a valid driver's license (Class D Auto)? Yes _____ No _____ Expiration date _____

Do you have a valid CDL license (Class A or B)? Yes _____ No _____ Expiration date _____

Do you have a valid Hydraulic license? Yes _____ No _____ Expiration date _____

What other valid licenses or certifications do you possess (job related)?

EDUCATION

<u>School</u>	<u>Address, City, State</u>	<u>Years Attended</u>	<u>Degree</u>
High School			
College			
Graduate School			
Trade, Business, Other			

MILITARY SERVICE

Have you ever served in the Armed Forces of the U.S.? Yes _____ No _____

What branch and what dates? _____

Current duty status and/or type of discharge: _____

SPECIAL SKILLS - List any special skills/training you have:

EMPLOYMENT HISTORY *Please account for all previous full and part-time work, beginning with your current or most recent employer. You may include any verified work performed on a volunteer basis. Resumes may be submitted as supplemental information. May we contact your present employer? Yes _____ No _____*

If no, please explain: _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

Employer's Name _____

Employer's Address _____

Employer's Telephone Number _____

Title and Duties _____

Supervisor's Name and Title _____

From MM/YY _____ To MM/YY _____ Salary \$ _____

Reason for Leaving _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted, I authorize the Town of Manchester-by-the-Sea or its agent to investigate and/or verify all information in this application, including contacting all persons, schools, current employer (if applicable), previous employers and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits and performances. In doing so, I hereby release them and the Town of Manchester-by-the-Sea and its agents from all liability which may flow from the release of such information.

I understand that any offer of employment from the Town of Manchester-by-the-Sea may be contingent upon successful completion of a pre-employment screening process including but not limited to satisfactory references, a satisfactory Criminal Offense Record Inquiry (CORI check) and/or Credit check if required, satisfactory verification of driver's license or certifications where required, and satisfactory completion of any required drug test or physical and/or psychological examination. The Town may waive any of the aforementioned under certain circumstances. I understand that the information released is for the Town of Manchester-by-the-Sea's use only.

I understand that if I am hired my employment will be on an at-will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that the Town of Manchester-by-the-Sea will similarly enjoy the right to terminate my employment, at any time, with or without cause. This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of the Town of Manchester-by-the-Sea. I further acknowledge that I am expected to abide by all company rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Town of Manchester-by-the-Sea or otherwise restrict the right of either party to terminate the employment relationship.

Signature: _____ Date: _____

Note: 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.