

# NORTHERN MIDDLESEX REGIONAL EMERGENCY COMMUNICATION CENTER (NMRECC) APPLICATION FOR EMPLOYMENT

**All Applicants MUST submit a completed application to be considered for employment with the NMRECC. Incomplete applications will not be accepted.**

The NMRECC is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, sexual orientation, disability, marital or veteran status, or any other status protected under local, state or federal laws.

<b>Position (s) applied for:</b>	<b>Date of Application:</b>
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<b>How did you learn about the NMRECC?</b> <input type="checkbox"/> Internet Advertisement <input type="checkbox"/> Town of Tewksbury website <input type="checkbox"/> Town of Tewksbury/Dracut Employee <input type="checkbox"/> Other <input type="checkbox"/> Please list name of paper, website, employee or other source:
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<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>		
<b>Street Address</b>	<b>Apt/Unit #</b>	<b>City</b>	<b>State</b>	<b>Zip code</b>
<b>Telephone Number (s)</b>		<b>Social Security Number (Voluntary)</b>		
Cell _____				
Home:				
Email:				

**Are you legally eligible to work in the United States**  Yes     No  
*(Proof of eligibility will be required upon offer of employment)*

**Are you over at least 18 years of age?** *(If no, you may be required to provide authorization)*  Yes     No

**Are you able to perform the essential functions of this job with or without reasonable accommodation?**  Yes     No  
*(If you have any questions about the functions of this job, please ask the interviewer before answering this question)*

**Please list any other positions you have previously applied for in the town(s) of Tewksbury or Dracut?** \_\_\_\_\_

**Have you ever been employed with the town(s) of Tewksbury or Dracut before?**  Yes     No  
**If so, give position and date(s):** \_\_\_\_\_  
**Reason for Leaving?** \_\_\_\_\_

<b>Please list any relatives you may have that are currently employed by the town(s) of Tewksbury or Dracut and their positions:</b>    
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<b>Date available to begin work:</b>
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**EDUCATION**

School	Name & Town of School	Course of Study	# of years completed	Diploma/Degree
High School				
Undergraduate				
Graduate/Other				

Please list any academic honors, scholarships, offices held, specialized training, apprenticeships, licenses or skill, including computer skills, etc. (Please do not list any which reflect your race, color, religion, gender, national origin, or age)


Indicate languages that you speak, read and/or write: \_\_\_\_\_

**LICENSING**

Please list all licenses you possess that are required for the position in which you are applying. A valid license is a condition of employment, where required.

	Yes	No	If yes, enter expiration date
Do you have a valid driver's license (Class D Auto)?			

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

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**EMPLOYMENT HISTORY** ("See resume" will be considered an incomplete application)

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties: \_\_\_\_\_

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties: \_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary duties:

**I. Business References:** {a minimum of 3 professional references is required.}

Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position
Name	Address	Phone	Title/Position

May we contact your present or most recent supervisor?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

Do you have a valid driver's license (*For driving positions only*)  Yes  No

**Applicant statement:**

- I certify that the information contained in this application and any attachments (hereafter made a part of the application) is true and correct to the best of my knowledge and agree to have any of these statements checked by the hiring panel and/or human resources unless I have indicated to the contrary. I understand that any misrepresentation or omission of any fact in my application, resume, related employment forms, or in any other materials; or as provided during interviews, can be justification for refusal of employment or can be justification for termination of employment at any time.
- I authorize the references listed above to provide the hiring panel and/or human resources any and all information concerning my previous employment and pertinent information that they have. I hereby release my present and former employers and all other individuals contacted for information from all liability or damage those individuals will provide information about me.
- I agree to follow and abide by all applicable municipal, state and federal laws, rules, regulations, policies and procedures.

**Signature:**

My signature certifies that I read and agree with all statements contained in this application for employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date