

TOWN OF TEWKSBURY

APPLICATION FOR EMPLOYMENT

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

The Town of Tewksbury 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.

Position (s) applied for:	Date of Application:
----------------------------------	-----------------------------

How did you learn about the Town of Tewksbury?
 Internet Advertisement Town of Tewksbury website Town of Tewksbury Other
 Please list name of paper, website, employee or other source:

Last Name	First Name	Middle Initial
Street Address	Apt/Unit #	City
	State	Zip code
Telephone Number (s)	Social Security Number (Voluntary)	
Cell: _____		
Home: _____		
Email: _____	Best time to reach you:	

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 of Tewksbury? _____

Have you ever been employed with the Town of Tewksbury? Yes No

If so, give position and date(s): _____

Reason for Leaving? _____

Please list any relatives you may have that are currently employed by the Town of Tewksbury and their positions:

Date available to begin work:

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.

Do you possess the following Licenses?	Yes	No	Type	If yes, enter expiration date
Valid driver's license (Class D Auto)				
CDL				
Hoisting				

What other job related certifications do you possess? _____

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: _____

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:

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:

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

Name	Email	Phone	Title/Position
Name	Email	Phone	Title/Position
Name	Email	Phone	Title/Position
Name	Email	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