



25 High Road, Newbury, MA 01951 (978) 462-2332

APPLICATION FOR EMPLOYMENT

Name (last) (first) (middle)

Street Address (home) (cell)
Phone No.

City, State, Zip

Position Desired Salary Expected

Date Available Hours Available

☐ Full Time ☐ Part Time ☐ Seasonal ☐ Temporary

How did you hear about this position?

☐ Employee Referral: _____ (provide us with full name of employee)

☐ Newspaper ☐ Internet ☐ Posting at Town Hall ☐ Other (please specify)

Have you ever been employed or applied here before: ☐ Yes ☐ No

If yes, please indicate position & employment dates or application date:

Are you related to anyone employed by or connected with the Town of Newbury? ☐ Yes ☐ No

If yes, please indicate their name and relationship to you:

For purposes of verifying past employment and/or schools attended, please indicate any other names you may have used:

EDUCATION	School	Attended From	To	Did You Graduate?	Course of Study	Degree Received
High School						
Technical or Business School						
College or University						
Other						

PROFESSIONAL CERTIFICATIONS: Please list job related certifications:

Certification Name Certification Number(s) Expiration Date(s)

EMPLOYMENT HISTORY Begin with your current or most recent employer.

Please complete fully even if you have a resume.

Employer Name (current/most recent)	Dates of Employment From To	Position
Address	Salary	Duties
City State Zip	Supervisor Name & Title	Reason For Leaving
Telephone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name	Dates of Employment From To	Position
Address	Salary	Duties
City State Zip	Supervisor Name & Title	Reason For Leaving
Telephone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name	Dates of Employment From To	Position
Address	Salary	Duties
City State Zip	Supervisor Name & Title	Reason For Leaving
Telephone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Professional References: (Name, Title, Telephone Number)

1) _____

2) _____

3) _____

Do you have reliable transportation for traveling to and from work if hired? Yes No

If required for the position you are applying for:

Do you have a valid driver's license? Yes No

DL # _____ Type: _____ State: _____

Are you at least 18 years of age? Yes No

Are you legally authorized to work in the United States? Yes No

If you are not a U.S. Citizen, do you have a valid work permit or otherwise authorized to work in the United States? Yes No

If you are offered employment, then appropriate documentation will be required to verify your legal right to work in the United States.

Please read this carefully before answering the following questions:

Have you ever been convicted of a felony? Yes No
If yes, explain _____

Have you been convicted of a misdemeanor within the last 5 Years? (Do not include a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.)

Yes No
If yes, explain. _____

An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry herein relative to prior convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudication's in all cases of delinquency or as a "child-in-need-of-services", which did not result in a complaint transferred to the superior court criminal prosecution.

The Town of Newbury is committed to a policy of Equal Employment Opportunity and will not discriminate regarding employment opportunities or practices on the basis of race, color, religion, sexual orientation, national origin, sex, age, disability, veteran's status or any other characteristic protected by law.

PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW

I certify that the information given above is true and complete. I understand that misrepresentation and/or withholding of information may result in the rejection of this application or my discharge if discovered after employment begins. I under the Town of Newbury may conduct a background check to include: contacting consumer-reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If required, I understand I may be asked to take a physical exam as a condition of my employment, as well as submit to drug testing to detect the use of illegal drugs prior to and during employment.

Applicant's Signature _____

Date _____

While the Town of Newbury does not require or request its employees to take a lie detector test, State law requires the following notice: "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."