



## EMPLOYMENT APPLICATION

*An Equal Opportunity Employer*

**Please read this before filling out this application.**

Thank you for your interest in applying for a position with the Town of Newbury. All questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. If the question does not apply, please indicate by marking N/A. Please print legibly and use ink or complete online

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."

The Town of Newbury is committed to a policy of Equal Employment Opportunity and will not discriminate on the basis of race, color, religion, sexual orientation or identity, national origin, sex, age, disability, veteran's status or any other class protected by law. No question in this application is intended to secure information to be used for such discrimination.

It is the Town's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA or the state fair employment practices law.

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number Street City/Town State Zip Code

Mailing Address: \_\_\_\_\_  
(If different) PO Box or Street Address City/Town State Zip Code

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date Available to start: \_\_\_\_\_

Position(s) of Interest: \_\_\_\_\_

How were you referred to the Town of Newbury? \_\_\_\_\_

If you are hired and are under the age of 18, can you furnish a work permit?  Yes  No

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

Are you a veteran of the United States military?  Yes  No

Have you previously been employed by, or filed an application with the Town of Newbury?  Yes  No

If yes, please list position and employment and/or application date(s)

Do you have any immediate family members working for the Town of Newbury?  Yes  No

Are you currently employed?  Yes  No

May we contact your current employer?  N/A  Yes  No

Do you have a valid Driver's License?  Yes  No

## EMPLOYMENT EXPERIENCE

Start with your most recent position and account for all periods of time. You may include volunteer positions, internships and/or military experience. A résumé or supplemental sheet may be included; however, this section must be completed.

<b>Employer Name</b>		<b>Dates of Employment</b>	
<b>Address</b>			
<b>Job Title</b>		<b>Work Performed</b>	
<b>Supervisor</b>		<b>Contact Info</b>	
<b>Reason for Leaving</b>		<b>May We Contact?</b>	

<b>Employer Name</b>		<b>Dates of Employment</b>	
<b>Address</b>			
<b>Job Title</b>		<b>Work Performed</b>	
<b>Supervisor</b>		<b>Contact Info</b>	
<b>Reason for Leaving</b>		<b>May We Contact?</b>	

<b>Employer Name</b>		<b>Dates of Employment</b>	
<b>Address</b>			
<b>Job Title</b>		<b>Work Performed</b>	
<b>Supervisor</b>		<b>Contact Info</b>	
<b>Reason for Leaving?</b>		<b>May We Contact?</b>	

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## EDUCATION / QUALIFICATIONS

School	Name, City, State	Course of Study	Years Completed	Diploma, Certificate, or Degree
High School or Equivalent				
College or University				
Graduate School				
Military Information (Optional)				
Additional Training or Skills (Computer, Special License(s), Language Fluency)				
Professional Affiliations				

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## PROFESSIONAL REFERENCES

Please list below the name of three professional or work-related references.

<b>Name</b>	<b>Position</b>	<b>Relationship to you</b>
<b>Company</b>	<b>Contact Phone</b>	<b>E-Mail Address</b>

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## APPLICANT'S STATEMENT

1. I understand that neither the receipt of this application nor the granting of an interview implies that I will be employed.
2. I certify that answers given herein (and on any accompanying résumé) are true and complete. I understand that any false information, any misrepresentation or material omission of any fact in my application, résumé, or in any materials or/as provided during an interview, can be justification for refusal of employment or can be justification for termination of employment, if employed.
3. I authorize investigation of all statements contained in this application (and on any accompanying résumé) as may be necessary in arriving at an employment decision. I understand that any conditional offer of employment that I receive from the Town of Newbury is contingent upon my successful completion of the pre-employment screening process, which may include, but not limited to, the receipt of satisfactory references, verification of education, past employment history and personal background. I authorize the Town of Newbury to obtain such information from schools, persons, references, my current employer (if applicable), previous employers and organizations named in this application, unless otherwise directed, to provide the Town of Newbury any relevant information that may be required to arrive at an employment decision.
4. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, green card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.
5. If required for the position I am seeking, employment may be conditional upon a favorable pre-employment physical examination and/or drug screen and/or a Criminal Offense Record Inquiry (CORI). I agree to comply with the request and offer the necessary information to complete such a check.
6. In the event of my employment I agree to abide by the bylaws, rules, regulations and policies of the Town of Newbury or other communications distributed by the Town.
7. I understand that employment or appointments are at will and will be subject to a probationary period of six (6) months as detailed in the Personnel Policy Manual.

***I hereby acknowledge that I have read and understand the Applicant's Statement:***

\_\_\_\_\_  
Applicant's Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

### AUTHORIZATION

*I authorize persons, schools, current employers (if applicable) and previous employers and organizations named in this application (and accompanying résumé, if any) to provide the Town of Newbury with any relevant information which may be required to arrive at an employment decision, and I voluntarily release such persons, schools, employers, and organizations from all liability which might result from their providing such information.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name