



*Town of Millbury
127 Elm Street
Millbury, MA 01527
(tel) 508-865-4710
(fax) 508-865-0843
www.millbury-ma.org*

EMPLOYMENT APPLICATION

Please read the following before filling out this application:

The Town of Millbury does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, handicap, veteran status, gender or age. No question in this application is intended to secure information to be used for such discrimination.

All questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

PERSONAL

Date: _____

Name: _____
Last First Middle

Address: _____
Number Street City/Town State Zip Code

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

Telephone: (____) _____

Position(s) desired: _____

Salary desired: _____ Date Available to start: _____

GENERAL INFORMATION

How were you referred to us?

- Self
- School/college - Name _____
- Newspaper or publication - Name _____
- Employee referral - Name _____
- Other _____

GENERAL INFORMATION (Continued)

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

Have you filed an application with the Town of Millbury before? Yes No Dates: _____

Have you ever been employed by the Town of Millbury before? Yes No

Department: _____

Are you employed now? Yes No

May we contact your present employer? Immediately After acceptance of employment No

If no, please give reason: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, gender or national origin.

#1

Employer: _____ Dates employed: From: _____ to: _____

Address: _____

Hourly rate/salary: Starting _____ Final: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#2

Employer: _____ Dates employed: From: _____ to: _____

Address: _____

Hourly rate/salary: Starting _____ Final: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

#3

Employer: _____ Dates employed: From: _____ to: _____

Address: _____

Hourly rate/salary: Starting _____ Final: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

If you need additional space, please continue on a separate sheet of paper.

Describe other training, certifications, licenses (CDL), etc. or experience applicable to the job you are seeking.

EDUCATION

School	Name, Address, City, State	Did you Graduate	Degree
High School			
College			
Graduate School			
Military Information (Optional)			

REFERENCES

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

Name and Title	Company	Phone	Years Acquainted

SEALED RECORD NOTICE

Have you been convicted of a felony? *

Yes ___ No ___ (Conviction will not necessarily disqualify an applicant from employment.)

* If yes, please explain:

Have you been convicted of a misdemeanor within the past five (5) years other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace?*

Yes ___ No ___ (Conviction will not necessarily disqualify an applicant from employment.)

* If yes, please explain:

* An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications 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 for criminal prosecution.
M.G.L. Chapter 276, Section 100A.

CORI REQUESTS

A CORI may be required for this desired position. In the event that a CORI is necessary, a form will be mailed to you at a later time.

AGREEMENT Please read before signing:

NOTE: If you have any questions regarding the following statement, please ask the Personnel Representative before signing.

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I understand that this application for employment shall be considered active for a period of time not to exceed forty-five (45) days. If I wish to be considered for employment after expiration of the forty-five (45) day period, I must file another application and inform the Town of my interest in employment.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and complete, and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be grounds for termination of employment in the event I am hired. I understand that any offer of employment is conditioned upon satisfactory replies from my references, a favorable pre-employment physical if applicable, and a CORI if applicable.

Signature

Date

Printed Name

I authorize persons, schools, current employers (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Millbury 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