

town of

LONGMEADOW, MASSACHUSETTS

735 Longmeadow Street, Suite 102 01106

phone: 413-565-4128
fax: 413-565-4372

ERICA GELINAS *Human Resource Manager*
DIANA MORROW *Assistant Human Resource Manager*

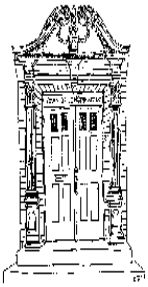


IMPORTANT

Instructions for completing the Town of Longmeadow's Employment Application form

1. Type or print clearly in black or blue ink.
2. Answer every question fully and accurately.
3. As an applicant for employment the Town will review, if applicable:
 - Criminal Offender Record Information (C.O.R. I.) and;
 - Sex Offender Record Information (S.O.R. I.)
4. If an offer of employment is made to you, the Town may identify that it is contingent upon the results of a medical exam and/or a background check.
5. FALSE OR MATERIALLY INACCURATE INFORMATION ON THIS APPLICATION WILL BE CAUSE FOR DISQUALIFICATION FOR EMPLOYMENT OR DISMISSAL AT ANY TIME AFTER EMPLOYMENT.
6. Read certification and releases carefully before signing.
7. Return completed application to the Human Resources office unless job posting instructs otherwise.
8. If you would like to be considered for another open position in the future, you must call our office (565-4128) and identify what position you originally applied for and what position you would now like to have your application considered for.

This application will be kept on file for 1 (one) year.



Town of Longmeadow

Application for Employment

The Town of Longmeadow is an equal opportunity employer dedicated to a policy of non-discrimination employment on any basis including race, color, creed, ancestry, religion, sex, national origin, age, marital or veteran status, handicap or disability, sexual orientation or any other legally protected status.

The filing of an application for employment is a preliminary step to employment and does not imply that the applicant is bound to accept employment or eventually be hired. It is agreed and understood that this application for employment in no way obligates the employer to employ the applicant.

Please answer all questions, print in ink or type.

FIRST NAME MIDDLE LAST DATE

ADDRESS TELEPHONE (DAY)

CITY/TOWN STATE ZIP CODE TELEPHONE (EVENING)

Are you a United States citizen or do you have the legal right to work in the United States? YES _____ NO _____

Are you over 16? YES _____ NO _____

Position or Type of Work Desired: _____ Date you can start: _____

Availability: Full-time _____ Part-time _____ Days _____ Nights _____ Weekdays _____ Weekends _____

Have you previously applied for employment with the Town: YES _____ NO _____ If so, when: _____

Have you previously been employed by the Town: YES _____ NO _____ If so, when and what position: _____

How did you become aware of the employment opportunity?

Are any friends or relatives employed by the Town: YES _____ NO _____

If yes, list name(s) and department(s): _____

EDUCATION

	Name and Address	Years Completed	Diploma/ Degree	Field of Study
Elementary				
High School				
College				
Graduate or Professional				
Other				

List any subjects of special study or research work: _____

List any activities or memberships (exclude the name of any organization which indicates the race, color, ancestry, creed, religion, sex, national origin, age, marital or veteran status, handicap, disability or sexual orientation of its members):

REFERENCES

List below three individuals, not related to you, who can describe your qualifications for this position, preferably supervisors, professors, colleagues, co-workers, etc.

Name and Title	Name and Address of Work Place	Telephone	Years Acquainted

EMPLOYMENT HISTORY

In the space below, give a complete record of your employment beginning with your present or most recent employment. Account for all periods including self-employment, unemployment, and military service (list type of separation). You may also include any work performed on a volunteer basis. Use additional sheets if necessary.

Employer	Phone	Duties
Address	()	
	Dates Employed	
	From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone	Duties
Address	()	
	Dates Employed	
	From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone	Duties
Address	()	
	Dates Employed	
	From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone	Duties
Address	()	
	Dates Employed	
	From To	
Job Title		
Supervisor		
Reason for Leaving		
Employer	Phone	Duties
Address	()	
	Dates Employed	
	From To	
Job Title		
Supervisor		
Reason for Leaving		

Please read the following statements carefully.

1. It is a violation of Massachusetts General Law to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law is subject to criminal penalties and civil liability.

2. An offer of employment, depending upon the position, is conditional upon the applicant passing a medical examination for purposes of determining whether the applicant is capable of performing the essential job functions with reasonable accommodation. A drug and alcohol screening may be part of the examination. The Town may waive the examination in certain circumstances.

3. If you are not authorized to work in the United States please do not apply. United States law (Immigration Reform and Control Act of 1996) prohibits the Town from hiring any person who is not a United States citizen or an alien specifically allowed by the United States government to work in the United States.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including contacting present and former employers. I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge. I understand that misrepresentation or omission of facts called for is a cause for dismissal.

SIGNED

DATE

Please do not write below this line.

Interviewed by: _____ Date: _____

Remarks: _____

Hiring Date: _____

Start Date: _____

Position: _____

Department: _____

Revised 04/2018