

# Application for Employment

**Personal Information :**

Last name	First name	Middle Initial	Date
Address			Social Security #
City	State	Zip	Driver's License #
Home Phone	Work Phone		

**Position Applied For :** (please check one)

Clerical (Specify)	
Professional (Specify)	
General Labor (Specify)	
Skilled Labor (Specify)	
Other (Specify)	

**Available :**

Year-round \_\_\_\_\_ Summer Only - please specify dates \_\_\_\_\_

If you require any reasonable accommodation to complete this form or any part of the application/selection process, please contact the Personnel Office at 781-618-9701 Facsimile 781-447-7307 Thank you.

**Office Use Only**

Contacted \_\_\_\_\_

Interviews \_\_\_\_\_

Comments \_\_\_\_\_

**Education :****Elementary****High****College/University****Post-Grad**

School Name City, State				
Years Completed				
Diploma/Degree				
Describe Course of Study				
Specialized Training, Skills, Extra-Curricular Activities				

**Character References :**

Please list three (3) persons not related to you, who have known you for at least six (6) months, and have knowledge of your character, experience and ability.

Name	Occupation
Home Address	Business Address
City, State	City, State
Home Phone	Business Phone
Name	Occupation
Home Address	Business Address
City, State	City, State
Home Phone	Business Phone
Name	Occupation
Home Address	Business Address
City, State	City, State
Home Phone	Business Phone

**Employment Experience :**

Please start with your present or most recent job first.

Employer	Duties Performed
Address	
City, State	
Job Title	
Supervisor	
Reason for Leaving	
Dates Employed: From _____ To _____	May we contact this employer for references?
Hourly Rate/Salary: Starting _____ Final _____	
Employer	Duties Performed
Address	
City, State	
Job Title	
Supervisor	
Reason for Leaving	
Dates Employed: From _____ To _____	May we contact this employer for references?
Hourly Rate/Salary: Starting _____ Final _____	
Employer	Duties Performed
Address	
City, State	
Job Title	
Supervisor	
Reason for Leaving	
Dates Employed: From _____ To _____	May we contact this employer for references?
Hourly Rate/Salary: Starting _____ Final _____	

**Please answer the following questions:**

Are you 18 years old or over?	yes	no
Are you 21 years old or over? (Police Officer applicants only)	yes	no
Are you employed now?	yes	no
Are you on layoff, subject to recall?	yes	no
Have you been convicted of a felony? If yes, state facts and penalty _____	yes	no
Have you been convicted of a misdemeanor? If yes, state facts and penalty _____	yes	no
Have you ever been discharged from any position? If yes, state circumstances _____	yes	no
Do you have any friends or family who work for the Town of Whitman? If yes, Please name them and state relationship _____ _____	yes	no
Do you have a valid Massachusetts Driver's License?	yes	no
Do you have a valid Massachusetts CDL (Commercial Driver's License)	yes	no
Veteran of the U.S. Military Service? If yes, what branch _____ Type of discharge? _____	yes	no

**Notice: Some positions in the Town are filled utilizing various selection tests. If the position for which you applied is filled utilizing a selection test, you will receive notice of the time, date and place. If you require special accommodation, please contact the Personnel Office at 781-618-9701 at least seven (7) days prior to the test.**

**Agreement :**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Town of Whitman.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**\* The Town of Whitman is an Equal Opportunity Employer \***

