



APPLICATION FOR EMPLOYMENT

TOWN OF PLAINVILLE

142 South Street
P.O. Box 1717
Plainville, MA 02762
(508) 695-3142

Position Applied For _____ Application Date ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number (____) _____ Social Security Number ____-____-____

How Long At Current Address _____ Best Time To Reach You At Home _____

Previous Address _____ From _____ To _____
Street City State

Previous Address _____ From _____ To _____
Street City State

Previous Address _____ From _____ To _____
Street City State

In Case Of Emergency, Name Of Desired Contact:

Name _____ Telephone (____) _____

Address _____ Relationship _____

Are You At Least 18 Years Old? ☐ Yes ☐ No If Under 18, Can You Furnish A Work Permit? ☐ Yes ☐ No

Have You Filed An Employment Application With The Town Of Plainville Before? ☐ Yes ☐ No

If Yes, When? _____ With What Department? _____

Can You, After Employment, Submit Verification of Your Legal Right To Work In The United States? ☐ Yes ☐ No
Verification of your legal right to work in the United States will be required after employment.

Date Available For Work _____ Type of Employment Desired ☐ Full Time ☐ Part Time ☐ Temporary

Have You Ever Been Convicted of a Felony?* ☐ Yes ☐ No *Conviction is not necessarily a bar to employment.

If Yes, Please Explain _____

*NOTE: 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 arrest, criminal court appearances, or convictions. An 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 disposition.

EMPLOYMENT HISTORY

List your employers or volunteer activities, starting with the most recent, including military service. Explain any gaps in the comment section below.

Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title	Hourly Rate/Salary Starting		
Immediate Supervisor and Title Telephone No.	\$	Per	
Reason For Leaving	Hourly Rate/Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	
Employer	Dates Employed		Summarize the nature of the work performed and job responsibilities.
	From	To	
Address			
Job Title	Hourly Rate/Salary Starting		
Immediate Supervisor and Title Telephone No.	\$	Per	
Reason For Leaving	Hourly Rate/Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	
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Reason For Leaving	Hourly Rate/Salary Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per	

Comments: (Explain any gaps in employment) _____

SKILLS & EDUCATIONAL BACKGROUND

School Name & Location	Attended From To	Last Grade or Level Completed	Diploma or Degree?	Course/ Major

List any Foreign Language(s) and Mark the Box That Best Describes Your Skill Level

Language	Read & Write	Read & Speak	Read Only	Speak Only

SKILLS & QUALIFICATIONS:

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for the Town of Plainville.

REFERENCES:

List name and telephone number of three (3) references who are not related to you and who are not previous supervisors.

Name & Occupation	Telephone Number	Years Known

List professional, business, trade or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, disability, or other protected status.)

Organization	Member Since	Office Held

APPLICANTS SEEKING EMPLOYMENT INVOLVING THE ON THE JOB OPERATION OF A MOTOR VEHICLE				
Type of license you now have	State	License Number	Ever Revoked?	If yes, please explain
			() YES	
			() NO	
Motor Vehicle Driving Experience				
FROM Mo/Yr TO Mo/Yr	Name & Address of Employer		Type of Vehicle	

List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, disability or other protected status.)

List any additional information you would like considered.

SPECIAL EMPLOYMENT NOTICES

THE TOWN OF PLAINVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE RACE, COLOR, CREED, SEX, NATIONAL BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN, AGE, RELIGION, DISABILITY OR VETERAN STATUS. A DISABLED APPLICANT MAY REQUEST A REASONABLE ACCOMODATION IN ORDER TO PERFORM THE ESSENTIAL FUNCTION OF THE JOB.

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THE LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITIES.

STATEMENT

I CERTIFY THAT THE FACTS SET FORTH IN MY APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS OR OMMISSIONS ON THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF MY EMPLOYMENT. I AUTHORIZE THE TOWN OF PLAINVILLE, AT THE DIRECTION OF THE BOARD OF SELECTMEN, TO PROCURE A CREDIT REPORT ON ME IN RELATION TO THIS APPLICATION. I AUTHORIZE THE TOWN OF PLAINVILLE TO INVESTIGATE AND VERIFY ALL PERSONAL AND EMPLOYMENT REFENCES I HAVE INCLUDED IN THIS APPLICATION AND TO SECURE ADDITIONAL INFORMATION ABOUT ME, IF JOB RELATED. I HEREBY RELEASE FROM LIABILITY THE TOWN OF PLAINVILLE AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT BEEN CONTACTED BY THE TOWN OF PLAINVILLE AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY TO FILL OUT AND FILE A NEW APPLICATION.

OFFERS OF EMPLOYMENT

I UNDERSTAND THAT NO OFFER OF EMPLOYMENT, ASSURANCE OF EMPLOYMENT, NOTIFICATION OF TERMS OR CONDITIONS OF EMPLOYMENT, OR PROMISES OR AGREEMENTS OF ANY KIND REGARDING EMPLOYMENT WITH THE TOWN OF PLAINVILLE MAY BE CONSIDERED VALID BY ME UNLESS AND UNTIL SUCH OFFERS, ASSURANCES OR OTHER EMPLOYMENT INFORMATION IS RECEIVED DIRECTLY FROM THE APPROPRIATE APPOINTING AUTHORITY OR ITS DULY AUTHORIZED AGENT. I FURTHER UNDERSTAND THAT ANY SUCH OFFER OF EMPLOYMENT MAY BE MADE CONTINGENT UPON MYH SUCCESSFUL COMPLETION OF A PHYSICAL AND/OR PSYCHOLOGICAL SCREENING DESIGNED TO DETERMINE MY ABILITY TO MEET THE ESSENTIAL REQUIRMENTS OF THE JOB.

APPLICANT'S
SIGNATURE _____

DATE _____