



Town of Grafton Employment Application

All information must be typed or printed in readable writing. Unreadable application will be discarded.

The Town of Grafton (the "Town") is an equal opportunity employer and considers all applicants for employment without regard to race, color, religion, national origin, ancestry, sex, sexual orientation, gender identity, transgender status, pregnancy or a condition related to pregnancy, age (as defined by law), disability, military or veteran status, genetic information, or based on any individual's status in any group or class protected by applicable federal, state, or local law. The Town provides reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and applicable state and local law. If you require an accommodation in the application process, please contact Human Resources.

In processing this Employment Application, the Town may request that an investigative consumer report be prepared, which may include information as to an applicant's character, general reputation, and personal characteristics, obtained through personal interviews with neighbors, friends, and associates. In addition, information may be obtained from former employers and educational institutions that an applicant has attended. A credit bureau report may also be obtained as part of this application and later for purposes of promotion, reassignment, or retention. To the extent a consumer report or an investigative consumer report is required, an applicant will be provided with a separate disclosure and authorization form under the Fair Credit Reporting Act and applicable state law for the applicant's execution.

Personal Information

1. Date of Application: _____
2. Name: _____
Last First Middle
3. Telephone Number: Home: _____
Area Code / Number
Daytime: _____
4. Address: _____
Number Street Apartment Number
City/Town State Zip Code
5. Are you legally authorized to work in the United States? YES NO

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the Town will only hire those individuals who are legally authorized to work in the United States and who present acceptable proof of their legal right to work in the United States.

Employment Information

6. Position Applying for: _____ 7. Pay Rate Expectations: _____ 8. Date available to start: _____
9. Are you willing to work overtime (evenings or weekends) if required? Yes No
10. Number of hours you wish to work per week: _____ 11. Days/hours you are available to work: _____
12. Have you ever been employed by the Town before? YES NO
If yes, when? _____ In which department? _____
13. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town of _____?
 YES NO
If yes, Employee's Name: _____ Department: _____

14. How did you learn about the job for which you are applying?

Walk-in

Town Employee

Newspaper; title _____ Professional Journal; title _____

Posted Town Bulletin _____ The Internet _____

Education

15.

Name / Location	Course of Study	# of Years Completed	Did you graduate?	Type of Degree(s)
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Technical			<input type="checkbox"/> YES <input type="checkbox"/> NO	

16. Do you possess the following skills or licenses? Please list in detail all that apply.¹

Specialized Training? YES NO Name of Training/Course: _____

Professional Licenses? YES NO Licenses: _____

Professional Memberships? YES NO Name of Organizations: _____

Computer Software? YES NO Name of Programs: _____

Office Equipment? YES NO Describe Equipment: _____

Drivers' License ? YES NO State and No.: _____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. Include summer and part-time work, and any periods of unemployment. You may include in your work history verified work performed on a volunteer basis. A resume or supplemental sheet may be included, however, this section must be completed.

17. Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

18. Employer's Name: _____

Address: _____

Telephone Number: _____

¹ Only answer if relevant to the requirements for the position for which you are applying.

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

19 . Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

20 . Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business references only. Note that references listed in this section will be contacted.

21. Reference #1

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

22. Reference #2

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

23. Reference #3

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

24. Reference #4

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

Applicant's Acknowledgement

PLEASE READ CAREFULLY BEFORE SIGNING THIS EMPLOYMENT APPLICATION.

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.

I hereby authorize my present and former employers, educational institutions and references to disclose to the Town any and all information concerning my previous employment and any other pertinent information they may have, and I release all parties from any liability whatsoever resulting from such disclosure.

I certify that all the information provided by me on this Employment Application (and accompanying resume and/or other documents, if any) is true, accurate, and complete to the best of my knowledge, and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that any omission or false statement made by me on this Employment Application may result in withdrawal of any job offer or termination of employment.

I understand that an offer of employment may be conditioned upon the results of a medical screening exam, pre-employment drug screening, criminal records check, and/or a background check.

I also understand and agree that if I am offered employment with the Town, it will be as an employee-at-will and that no employment contract rights have been created. I also understand and agree that my employment may be terminated at any time with or without cause, and with or without advance notice, at the option of either the Town or myself, unless otherwise provided by Town Charter or applicable collective bargaining agreement.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENT AND UNDERSTAND IT

Signature: _____

Date: _____