

**Town of Sandisfield, 66 Sandisfield Road, Sandisfield, Massachusetts 01255**  
**Application for employment**

**An Equal Opportunity Employer**

The Town of Sandisfield is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Town of Sandisfield.

*All information must be typed or printed in legible writing.*

**Tell us about yourself**

1. Date of Application: \_\_\_\_\_

2. Position Applying For: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Telephone Number: Home: \_\_\_\_\_

Last First Middle

Business \_\_\_\_\_

Cell \_\_\_\_\_

(Indicate best number to reach you at during business hours)

5. Address: \_\_\_\_\_

Number

Street

Apartment/Unit

City/Town

State

Zip Code

6. Driver's License Number: \_\_\_\_\_

Class / Number / State

7. If hired, can you provide proof that you are legally authorized to work in the United States?  YES  NO

8. Are you under 18 years of age?  YES  NO If yes, can you furnish a valid employment permit if hired?  YES  NO

9. Have you ever been employed by the Town before?  YES  NO

If yes, when? \_\_\_\_\_ In which department? \_\_\_\_\_

10. Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town.?  YES  NO

If yes, Employee's Name: \_\_\_\_\_ Department: \_\_\_\_\_

## Education

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/Other			<input type="checkbox"/> YES <input type="checkbox"/> NO	

11. Other training or specialized skills (especially those relevant to the position(s) for which you are applying). Indicate where you gathered/earned the skills/training.

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12. Memberships and professional organization memberships, if any.

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# Employment History

Begin with your present employer, or if not currently employed, your most-recent employer, and continue back in time. If more space is needed, copy this sheet or use a separate sheet giving at least the same information required here. A resume may be included (and may be required for some positions), but is not taken in lieu of completing this section.

**13.** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_

Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_

May we contact this employer?  YES  NO

Describe the work you performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**14 .** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_

Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_

May we contact this employer?  YES  NO

Describe the work you performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**15 .** Employer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_

Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_

May we contact this employer?  YES  NO

Describe the work you performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_

**16 . Employer's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Job title: \_\_\_\_\_ Worked From: \_\_\_\_\_ To: \_\_\_\_\_

Immediate Supervisor's Name and Job Title: \_\_\_\_\_

Salary: \_\_\_\_\_

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 at least three professional/business, and at least one personal reference. Do not include relatives or spouses. ( Please note that more specific reference requirements may be a part of a particular search, so please refer to the posting for any additional requirements.)*

### 17. Reference #1

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home/Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Nature of relationship to applicant \_\_\_\_\_

### Reference #2

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

Nature of relationship to applicant \_\_\_\_\_

### Reference #3

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

Reference #4

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Business Position: \_\_\_\_\_ Telephone \_\_\_\_\_ Home: \_\_\_\_\_

Work: \_\_\_\_\_

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

Newspaper; title \_\_\_\_\_  Professional Journal; title \_\_\_\_\_

Posted Town Bulletin \_\_\_\_\_  The Internet \_\_\_\_\_

Other \_\_\_\_\_

**Agreement**

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background, excluding criminal offender record information. I authorize the Town of Sandisfield to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Sandisfield any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Sandisfield's use only.

I hereby voluntarily release, discharge and exonerate the Town of Sandisfield, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Sandisfield.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Sandisfield  
Release**

I \_\_\_\_\_ a candidate for the position of \_\_\_\_\_ hereby authorize the Town of Sandisfield to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Sandisfield from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Sandisfield.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Sandisfield has not yet employed me and for immediate dismissal if the Town of Sandisfield has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Sandisfield from any and all liability for its providing this information.

In the event of my employment with the Town of Sandisfield, I understand that I will be subject to and comply with all rules, regulations, and policies set forth in the Town of Sandisfield Personnel policies or other communications distributed by the Town of Sandisfield.

I understand that nothing in this employment application, in any Town of Sandisfield policy statements or personnel guidelines, or in my communications with any Town of Sandisfield official is intended to create an employment contract between the Town of Sandisfield and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Sandisfield unless it is made in writing and signed by the Select Board or Town Administrator.

I hereby acknowledge that I have read and understand the preceding statement.

Printed Full Name \_\_\_\_\_

Signature \_\_\_\_\_

[Signature of Applicant]

Date: \_\_\_\_\_