



# Town of Whately Employment Application

Town Offices: #4 Sandy Lane, South Deerfield MA 01373

Phone: 413-665-4400 Fax: 413-665-9860

[www.whately.org](http://www.whately.org)

## An Equal Opportunity/Affirmative Action Employer

The Town of Whately 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 Selectmen's Office in the Town of Whately.

A fully completed application is required for each position applied for. "See resume" may be used for previous employment or education but all information requested must be on the resume.

### I. Contact Information.

Name	Date
# and Street Address	City and State
	Zip Code
Telephone	Email

### II. Position Applying For (Please specify position title or job category).

How did you hear about the position?

Have you ever been employed by the Town of Whately? When? What department?

### III. Education.

School	Name, Address, City, State	Years Attended	Degree
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

### IV. Licenses (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? Yes ☐ No ☐ If yes, enter expiration date \_\_\_\_\_

Do you have a valid CDL license (Class A or B)? Yes ☐ No ☐ If yes, enter expiration date \_\_\_\_\_

Do you have a valid Hydraulic license? Yes ☐ No ☐ If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

### V. Office Skills (If applicable).

Place an X in the column that you feel best describes your knowledge:

	Beginner Level	Intermediate Level	Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

**VI. Special Skills.**

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_

**VII. Employment History. (Only use "see resume" if all information is included on the resume.)**

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. You may ☐ may not ☐ contact my present employer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_

Employer	Address
Telephone	Title
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Description of Primary Duties: \_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Salary Received	Reason for Leaving

Description of Primary Duties: \_\_\_\_\_

**VIII. Business References:** - a minimum of 3 references are required

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

**IX. Criminal History.**

- A. The Town of Whately requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees for certain positions.
- B. A conviction will not necessarily be a bar to employment.

**X. Employment of Minors.**

The Town of Whately is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: \_\_\_\_\_

**XI. Medical Information.**

All offers of employment are conditional upon the satisfactory completion of a physical examination, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

**XII. Pre-Employment Drug Testing.**

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment as outlined in the Drug and Alcohol Testing Policy of the Town of Barnstable.

**XIII. Lie Detector Test.**

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.

***XIV. Signature.***

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

- A. I understand that acceptance of this application by the Town of Whately does not imply that I will be employed. (Exceptions to A is an employee filling out this application for promotional purposes only.)
- B. The information that I have provided is true and complete. I understand that misrepresentation or omission of any fact in my application, resume, or in any other materials or as provided during interviews, can be justification for refusal of employment or can be justification for termination from employment, if employed.
- C. I understand that any offer of employment that I receive from the Town of Whately is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Whately receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry if required, satisfactory verification of driver's license or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.
- D. In processing my application for employment, the Town of Whately may verify all of the information provided by me concerning, among other things, my prior employment (current employer will not be contacted if checked above) or military record, education, character, general reputation and personal characteristics.
- E. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present (if authorized) and former employers, by contacting individuals listed as business, educational or personal references, and by contacting other individuals to provide or further clarify information about me.
- F. I hereby release my present and former employers and all individuals contacted for factual information about me from any and all liability for damages arising from furnishing the requested information.
- G. If employed by the Town of Whately, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.
- H. I understand that the Town of Whately is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time.

By checking the box below I certify that I have read and agree with the above statements and that all information provided in this application for employment is correct to the best of my knowledge.

Please sign the application electronically by checking the box.

☐

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Date