

TOWN OF MARBLEHEAD

APPLICATION FOR EMPLOYMENT



Please print clearly

Today's Date _____

BACKGROUND INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____

Telephone # _____
Cell home

Email: _____

Do you have relatives working for the Town ☐ Yes ☐ No

If yes, please give name(s) _____

How did you hear of the Town?

☐ Newspaper ☐ Agency ☐ Employee referral ☐ Other

Do you speak any foreign languages? _____

JOB INTEREST

Position applied for: _____

☐ Full Time _____ ☐ Part Time (nights) _____ ☐ Part Time (days)

My available hours for part time work (*Monday – Friday*) are: from _____ to _____

Would you work any shift? ☐ Yes ☐ No

If no, indicate shift preference: ☐ 1st (day) ☐ 2nd (evening) ☐ 3rd (night)

Will you work overtime? ☐ Yes ☐ No

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications which should be considered. Include special skills, machines operated, licenses, professional affiliations, honors and awards, publication, patents, etc.

MILITARY

Branch _____ Date Entered _____ Date Separated _____

Final Rank: _____ Primary Duties: _____

SECURITY

Are you a citizen of the United States: ☐ Yes _____ ☐ No _____

If not, do you have legal authorization to perform work in the United States? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, give dates and details of conviction (“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any 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 criminal prosecution.”)

If presently employed, may we contact your employer as a reference? ☐ Yes ☐ No

EDUCATION

School Name and Address	Dates attended	Subject	Graduate?	Degree
-------------------------	----------------	---------	-----------	--------

EMPLOYMENT HISTORY AND / OR VOLUNTEER WORK

List all verifiable employment including any performed on a volunteer basis.

List all your employers, starting with present or most recent

Company / Phone #	Immediate Supervisor	Dates of Employment	Position Held	Reason for Leaving
-------------------	----------------------	---------------------	---------------	--------------------

		From:		
		To:		
		From:		
		To:		
		From:		
		To:		
		From:		
		To:		

Please read the following statements; they constitute the conditions under which you would be employed by the Town of Marblehead should you be accepted for employment.

I certify that all the information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsification, misrepresentations or omission of facts called for in the application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Town of Marblehead, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Town and that no one, other than the Board of Selectmen, Governing Commission or Appointing Authority of the Town, has authority to enter an agreement for employment contrary to the above, and that any such agreement must be in writing. If employed, I agree to abide by all of the Town's rules, regulations, and any changes thereto. I give the Town permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Town.

Signature of Applicant

Date

Massachusetts General Laws c.149 §19B requires that the following statement be included on employment applications: "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."

The Town is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, handicap, veteran's status or sexual orientation.