

Town of Rehoboth

Application for Employment

The Town of Rehoboth is an Equal Opportunity Employer. We consider applicants for all positions without regard to age, race, color, religious creed, national origin, gender, sexual orientation, handicap/disability, genetic information, status as a veteran, or any other legally protected status pursuant to Massachusetts Fair Employment Practices Act, and other relevant federal, state and local laws.

(PLEASE PRINT OR TYPE)

Position Applying for:		Date:	
Last Name:	First Name:	Middle Name:	
Address:	<i>Street:</i>	<i>City:</i>	<i>State: Zip Code:</i>
Home Phone: () _____		Cell Phone: () _____	
E-mail:			
How Did You Learn About The Position?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-in	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	

Please answer the following questions:

If you are under 18 years of age, can you provide required proof of No your eligibility to work?	☐ Yes	☐
Have you ever filed an application with us before? No If yes, give date: _____	☐ Yes	☐
Have you ever been employed with us before? No If yes, give date: _____	☐ Yes	☐
May we contact your present employer? No	☐ Yes	☐
If hired, can you provide proof that you are legally authorized to work in the U.S.? No	☐ Yes	☐
On what date would you be available for work: _____		
Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary		
Are you currently on "layoff" status and subject to recall? No	☐ Yes	☐

Education:

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate or Professional				
Other if Relevant				

Describe any relevant specialized training, skills, apprenticeships, professional affiliations, awards, or offices held:

Employment Experience:

Start with your present or last job. Include any relevant experience, paid or un-paid.

1.	Employer:	Dates Employed		Summarize Work Performed and Responsibilities
		From	To	
	Address:			
	Telephone Number(s):			
	Job Title:			
	Supervisor:			
	May we contact for a reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for leaving:			

2.	Employer:	Dates Employed		Summarize Work Performed and Responsibilities
	Address:	From	To	
	Telephone Number(s):			
	Job Title:			
	Supervisor:			
	May we contact for a reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for leaving:			
3.	Employer:	Dates Employed		Summarize Work Performed and Responsibilities
	Address:	From	To	
	Telephone Number(s):			
	Job Title:			
	Supervisor:			
	May we contact for a reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for leaving:			
4.	Employer:	Dates Employed		Summarize Work Performed and Responsibilities
	Address:	From	To	
	Telephone Number(s):			
	Job Title:			
	Supervisor:			
	May we contact for a reference?: <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Reason for leaving:			

If you need additional space, please continue on a separate sheet of paper.

Additional Information:

State any additional information you feel may be helpful to us in considering your application:

Professional References:

1.	Name: Job Title: Number of years known:	Address: Phone: () _____ - _____ Email:
2.	Name: Job Title: Number of years known:	Address: Phone: () _____ - _____ Email:
3.	Name: Job Title: Number of years known:	Address: Phone: () _____ - _____ Email:

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my knowledge. I understand that if hired, any misrepresentation or false or misleading statements given in this application, resume, other submitted material, or in personal interviews may be sufficient grounds for discharge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

I understand that all appointments are probationary and that I must demonstrate my fitness for continued employment. I also understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that I may resign at any time for any reason and that the Town of Rehoboth reserves the right to terminate my employment at any time with or without cause. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant:

Sign Name: _____ _____	Date: _____
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