



CITY OF EASTHAMPTON APPLICATION FOR EMPLOYMENT

The City of Easthampton is an equal opportunity/affirmative action employer. All qualified applicants are considered without regard to race, color, gender, religion, sex, national origin, age, marital status, sexual orientation, military status, disability unrelated to a person's occupational qualifications, or any other class protected by federal, state, or local law.

Instructions: Please read the application carefully and answer every question (even if your resume is included). Please print clearly and sign and date the Applicants Agreement. Any person needing assistance in the application process should contact Human Resources.

All applications must be submitted to the Human Resources Department located at 50 Payson Ave. Easthampton, MA 01027 or emailed to personnel@easthamptonma.gov

How did you hear about this position? Newspaper Website Friend/Relative Indeed Walk-in

Other (specify) _____

Position(s) Applying for: _____ Date of Application: _____

Contact Information

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

Address: _____
(Street) (City) (State) (Zip Code)

Phone Number: _____ Email Address: _____

Are you authorized to lawfully work in the United States, and would you be able to furnish proof of right to work? Yes No

If you are under 18 years of age, can you furnish a work permit? Yes No Age (only if applicant is under 18): _____

Have you ever been employed by the City of Easthampton? Yes No If yes, what department and when? _____

Should you be offered employment, would you consent to a medical examination, as a condition of employment, conducted solely for the purpose of determining whether you are, with reasonable accommodation, capable of performing the essential functions of the job? (Only applicable for certain positions) Yes No

Education

School	Name and Location (City, State)	Course of Study	Graduated	Degree Received
High School			Yes No	
College			Yes No	
College			Yes No	
Graduate			Yes No	
Other (Trade, Business)			Yes No	

Licenses and Special Skills

Please list valid licenses, special skills, certifications, or trainings you have that are relative to this position:

Employment History

List up to five employment positions held. Start with your most recent experience first. You may include any verified work performed voluntarily or military assignments. A resume or supplement sheet may be included; however, this section must be completed.

Please check one: You may or may not contact my present employer.

1. Employers Name: _____ Employment Dates: _____ Address: _____ Phone Number: _____ Position Title: _____ Supervisor's Name: _____ Description of duties: _____

2. Employers Name: _____ Employment Dates: _____ Address: _____ Phone Number: _____ Position Title: _____ Supervisor's Name: _____ Description of duties: _____

3. Employers Name: _____ Employment Dates: _____ Address: _____ Phone Number: _____ Position Title: _____ Supervisor's Name: _____ Description of duties: _____

4. Employers Name: _____ Employment Dates: _____ Address: _____ Phone Number: _____ Position Title: _____ Supervisor's Name: _____ Description of duties: _____

5.

Employers Name: _____ Employment Dates: _____

Address: _____ Phone Number: _____

Position Title: _____ Supervisor's Name: _____

Description of duties: _____

Professional References

List three people, not related to you, who can comment on your work performance.

Name	Address	Relationship	Phone Number

Emergency Contact

Emergency Contact Name: _____ Phone Number: _____

Applicants Certification of Agreement

Please carefully read below:

- A. I have provided the City of Easthampton with complete and truthful information as requested on this employment application. I understand that any falsification or intentional omission of information is grounds for immediate discharge.
- B. I understand that nothing contained in this application or in the granting of an interview is intended to create a contract between me and the City of Easthampton for either employment or the provision of any benefits. The acceptance of this application does not imply that I will be employed.
- C. I authorize the City of Easthampton to investigate my previous employment, educational background, and references. I authorize persons listed as professional references and my previous employers (unless otherwise noted) to provide information concerning me to the City of Easthampton. I further release the City of Easthampton and its agents from all liability, which may arise due to an employment history inquiry to any of my previous employers for which I have authorized information to be released.
- D. 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.
- E. The City of Easthampton recognizes many different union agreements and Civil Service requirements. Unless otherwise stated on the applicable job description, all persons are employed on an "at-will" basis. Consequently, the City of Easthampton has the right to change the terms or conditions of employment, including discharging an employee without notice and cause. No one has the authority to offer or grant any person's employment on any other terms unless specified in writing by employment contract, collective bargaining agreement, or Civil Services mandate.
- F. I understand that any offer of employment that I receive from the City of Easthampton is contingent upon my successful completion of the pre-employment screening process including, but not limited to, the City of Easthampton receiving satisfactory references, a satisfactory criminal history, and Criminal Offender Record Inquiry, if required, satisfactory verification of a driver's license or certifications where required and satisfactory completion of any required post-offer, pre-employment drug test or physical examination.

My signature certifies that I have read and agree with the statements above and all statements contained in this employment application.

Applicants Name Printed: _____

Applicants Signature: _____ Date: _____

The City of Easthampton is an Affirmative Action/Equal Opportunity Employer