City of Easthampton, Massachusetts
Application for Employment

Instructions: Complete all sections (even if using a resume). Be sure to sign/date.
Please print!

How did you hear of job? □ newspaper □ web site posting □ friend/relative □ walk in
□ other (please specify) _______________________________________________________

Personal Information
Date of Application: __________ Position applying for: ____________________________
Name: ____________________________________________
Last First MI
Address: __________________________________________
Number and Street Town State Zip
Telephone Number: ________________ Home ________________ Cell __________________
Email: ______________________________________________________________________

If hired, can you provide proof of citizenship or legal right to work? □ Yes □ No
If under 18 years of age, can you furnish a work permit? □ Yes □ No
Have you ever been employed with the City before? □ Yes □ No
If yes, when? ________________ In what department? _____________________________
Are you available to work? □ full time □ part time □ other
If you were hired, when could you begin work? _________________________________

Education

<table>
<thead>
<tr>
<th>High School</th>
<th>Name/Location</th>
<th>Course of Study</th>
<th>Graduate?</th>
<th>Degree</th>
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<tbody>
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<td>□ Yes</td>
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<tr>
<th>College</th>
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<table>
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<tr>
<th>Graduate School</th>
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<th>Other (Business, Technical, etc.)</th>
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<th>□ Yes</th>
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<td>□ No</td>
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## Employment History

(List most current position first.) (Verifiable volunteer work may be included.)

### #1

Employer's name: ______________________________________
Address: ________________________________________________ Telephone: ________________
Job Title: ______________________________________________ Worked from: ____________ to: ____________
Immediate supervisor's name and title: ________________________
Describe the work you performed: ____________________________
Reason for leaving: ________________________________________

Check here if you do not want us to contact this employer. ☐

### #2

Employer's name: ______________________________________
Address: ________________________________________________ Telephone: ____________________
Job Title: ______________________________________________ Worked from: ____________ to: ____________
Immediate supervisor's name and title: ________________________
Describe the work you performed: ____________________________
Reason for leaving: ________________________________________

Check here if you do not want us to contact this employer. ☐

### #3

Employer's name: ______________________________________
Address: ________________________________________________ Telephone: ____________________
Job Title: ______________________________________________ Worked from: ____________ to: ____________
Immediate supervisor's name and title: ________________________
Describe the work you performed: ____________________________
Reason for leaving: ________________________________________

Check here if you do not want us to contact this employer. ☐
Employer's name: ____________________________
Address: ___________________________________ Telephone: ______________________
Job Title: ____________________________________ Worked from: ____________ to: ____________
Immediate supervisor's name and title: _____________________________________
Describe the work you performed: ________________________________________________________

Reason for leaving: ________________________________________________________________
Check here if you do not want us to contact this employer. ☐

Special Skills
Summarize all special skills and qualifications acquired from employment or other experience.

Professional References Please provide professional and/or business references only.
Name: __________________________________________ Phone: __________________________
Address: ___________________________________ Business Position: __________________
Name: __________________________________________ Phone: __________________________
Address: ___________________________________ Business Position: __________________
Name: __________________________________________ Phone: __________________________
Address: ___________________________________ Business Position: __________________

Emergency Contact- Name: __________________________ Phone #: __________
Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. 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. Further, if requested, I agree to take a physical examination, given by an appointed City physician, 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 also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

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 for either employment or the provision of any benefits; and further understand that if an employment relationship is subsequently established, I will have the right to terminate my employment at any time and the City will have a similar right.

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.

I hereby voluntarily release, discharge and exonerate the City, 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 City.

I understand that any employment offer by the City 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: _______________________________

Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person’s occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited.

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 City of Easthampton is an Affirmative Action/Equal Opportunity Employer