



Town of Barre ~ Employment Application

40 West Street, Barre, MA 01005
Telephone (978) 355-2504 Fax (978) 355-5023
www.townofbarre.com ~ administrator@townofbarre.com
An Equal Opportunity Employer

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

The Town does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry or sexual orientation, as defined by law, or on the basis of age, as defined by law, handicap, genetic information, military status, or any other legally protected class. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

In processing this employment application, the Town may request that an investigative consumer report be prepared, which may include information as to the applicant's character, general reputation, and personal characteristics, obtained through personal interviews with neighbors, friends, and associates. In addition, information may be obtained from former employers and educational institutions that the applicant has attended. A credit bureau report may also be obtained as part of this application and later for purposes of promotion, reassignment or retention.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately.
If you need more space, please attach a separate sheet.

Please print clearly in black or blue ink. Also, "see resume" is not acceptable in any field.

I. CONTACT INFORMATION

DATE _____

Name _____
Last First Middle

Address _____
Number Street Town State Zip Code

Mailing Address (If different)

Number Street Town State Zip Code

() ()
Telephone Cell Phone Email Address

Are you over age 18? _____

II. POSITION APPLYING FOR - (Please specify position title)

How did you hear about the position? (e.g., newspaper, referral?)

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

Are you a United States Citizen or otherwise eligible for employment in the United States? Yes No

I understand that any offer of employment is conditioned upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986, and that the Town will hire only those individuals who are legally authorized to work in the United States and who present acceptable proof of their lawful employment status and identity

III. EDUCATION. (Do not answer if not relevant to the requirements of the position for which you are applying).

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

IV. SPECIAL SKILLS.

Please list any other skills or abilities you feel are relevant to the position for which you are applying: _____

V. OFFICE SKILLS (If applicable).

Check the column that you feel best describes your knowledge:

	√ Beginner	√ 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. 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)?

VII. EMPLOYMENT HISTORY. (Please do not write, "see resume". A resume may not be substituted but may be included as a supplement.) Please account for the last 4 position you have held. Start with your present or last employer. You may include military service and any verifiable work performed as in intern or volunteer.

You () may () may not contact my present employer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

Employer	Address
Telephone	Title
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Reason for Leaving	

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

VIII. PROFESSIONAL REFERENCES

PROFESSIONAL REFERENCES(Not Personal):				
List 3 people not related to you who can comment on your work performance and/or experience.				
NAME	ADDRESS	PHONE	OCCUPATION	YEARS ACQUAINTED

**RELEASE AND CERTIFICATION
PLEASE READ BEFORE SIGNING**

I understand that acceptance of this application by the Town of Barre does not imply that I will be employed.

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 liabilities.

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.

I understand that any offer of employment that I receive from the Town of Barre is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Barre 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.

In processing my application for employment, the Town of Barre may verify all of the information provided by me concerning, among other things, my prior employment or military record, education, character, general reputation and personal characteristics. I authorize the Town to take whatever steps deemed necessary to obtain information regarding my qualifications for employment including contacting my present 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.

I hereby authorize my present and/or former employers, educational institutions and references to disclose to the town any and all information concerning my previous or present employment and any other pertinent information they may have, and 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.

I understand and agree that if I am offered employment, it will be as an employee-at-will and that no employment contract rights have been created. I also understand and agree that my employment may be terminated at any time with or without cause, and with or without advance notice at the option of either the Town or myself, subject to an applicable collective bargaining unit contract. I also understand that no supervisor, manager or other representative of the Town has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement contrary to the above must be in writing and must expressly state that it is a contract and be signed by the Appointing Authority for my position within the Town.

My Signature Certifies that I have read and agree with the above statement and all statements contained in this application for employment.

Applicant Name (Please Print)

Applicant Signature

Date