



TOWN OF SUNDERLAND

APPLICATION FOR EMPLOYMENT

Please return applications to:
Board of Selectmen's Office
12 School Street
Sunderland, MA 01375
Phone (413) 665-1441 fax (413) 665-1086

APPLICATIONS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO
RACE, COLOR, CREED, RELIGION, SEX, NATIONAL ORIGIN, AGE, SEXUAL
PREFERENCE, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION
OR HANDICAP.

Position Applying For: _____ Date of Application: _____

Schedule Desired: ☐ Full time ☐ Part Time ☐ Temporary ☐ Seasonal Are you on Layoff or subject to Recall: _____
Hours or Shifts available to work: _____
Are you available to work: ☐ Weekends ☐ Overtime ☐ On-call

PERSONAL INFORMATION

(Last Name) (First Name) (Middle Name)

(Present Address) (City) (State) (Zip)

(Home Telephone) (Other phone contact)

Are you over the age of 18? ☐ Yes ☐ No (A work permit may be required if under age 18)

Are you currently employed? ☐ Yes ☐ No

Are you on layoff and subject to recall? ☐ Yes ☐ No

Have you ever been employed by the Town of Sunderland? ☐ Yes ☐ No If so, please state date(s) of employment and
Department _____ Reason for leaving: _____

Are you prevented from lawful employment in the U.S. because of Visa or Immigration Status? ☐ Yes ☐ No
(If not a citizen, proof of immigration status may be required upon employment)

For applicant for jobs that require driving:

Do you have a valid MA Driver's License: ☐ Yes ☐ No Number _____ Class _____ Exp. Date _____

Do You have a valid CDL: ☐ Yes ☐ No List Valid endorsements: _____

Do you have a current Hoister's License: ☐ Yes ☐ No Number: _____ Exp. Date _____

Do you authorize the Town of check your driving record for repeated or significant violations? ☐ Yes ☐ No

****You must provide a copy of your current driving history record from the Registry of Motor Vehicles****

For Clerical Applicants:

Typing Speed _____ WPM

Do you possess shorthand skills? ☐ Yes ☐ No

EDUCATION

NAME & LOCATION OF SCHOOL	DEGREE/ AREA OF STUDY	NO. YEARS COMPLETED	GRADUATED (Check One)
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High School:

College:

Additional Education
Or Other Training

Are you a veteran of the U.S. Military? ☐ Yes ☐ No

TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.

SKILLS

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing spreadsheet, machinery or equipment able to operate). Also indicate any foreign languages you can speak, read and/or write either fluently or conversationally.

EMPLOYMENT HISTORY

Starting with your present or last job, list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you are applying for). Use the back of the application and/or additional sheet attached.

May we contact your present employer? ☐ Yes ☐ No

Name & Address of Employer Date of Employment	Position & Duties	Salary	Reason for Leaving
Phone: Dates (From/To):			
Phone Dates (From/To)			
Phone Dates (From/To)			
Phone Dates (From/To)			

Have you ever been convicted of a crime? ☐ Yes ☐ No If yes, please explain below.
Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, please explain below.

REFERENCES

List Business Associates and/or Individuals other than relatives who are familiar with your work.

	Name	Address	Phone	Occupation	Relationship
1.					
2.					
3.					

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? ☐ Yes ☐ No

The statements made by me in this application are full and true to the best of my knowledge and belief. I understand and authorize that the information provided may be verified, and that any willful misstatement of material facts herein will cause forfeiture on my part of all rights to any employment in the service of the Town of Sunderland. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employee who violates this law shall be subject to criminal penalties and civil liability.

Applicant Signature _____ Date _____

The Town of Sunderland is an Equal Employment Opportunity/Affirmative Action Employer