



TOWN OF SUNDERLAND APPLICATION FOR EMPLOYMENT

Board of Selectmen's Office
12 School Street
Sunderland, MA 01375
Phone (413) 665-1441 Fax (413) 665-1446
selectmen@townofsunderland.us

The Town of Sunderland is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the Board of Selectmen's office.

A resume, cover letter, and fully completed application is required for each position applied for. Also, ~~see resume~~ is not acceptable in any field.

Date of Application _____

I. Position Applying For (specify position title) _____

How did you hear about the position? _____

Have you ever been employed by the Town of Sunderland? When? What department? Reason for leaving:

Schedule Desired: Full time Part Time Temporary Seasonal

Hours or Shifts available to work: _____

Are you available to work: Weekends Overtime On-call

II. Personal Information

Full Name (Last) _____ (First) _____ (Middle) _____

Address (# and Street) _____ City and State _____ Zip Code _____

Telephone _____ Email _____

III. Education

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

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

Are you currently employed? Yes No

Are you authorized to work in the U.S.? Yes No

(If not a citizen, proof of immigration status may be required upon employment)

IV. Licenses (please list all licenses related to the position you seek)

Do you have a valid MA Driver's License? Yes No Class _____

Do you have a valid CDL? Yes No List endorsements/Class _____

Do you have a valid Hydraulic License? Yes No

What other valid job-related licenses or certifications do you possess? _____

V. Office Skills (if applicable) Check the column that you feel best describes your knowledge:

	½Beginner	½Intermediate Level	½Advanced Level
Microsoft Word			
Microsoft Excel			
Microsoft Access			
Microsoft Power Point			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

Special Skills (Please list any other skills or ability you feel are relevant): _____

VI. Employment History (Please do not write ~~see resume~~):

Please account for the last 4 positions you have held. Start with your present or last employer. You may include military service and any verifiable work performed as an intern or volunteer. **We may () may not () contact your present employer.**

Employer	Address		
Telephone	Title		
Supervisor	Dates Worked From	To	
Description of Primary Duties	Reason for Leaving		
Employer	Address		
Telephone	Title		
Supervisor	Dates Worked From	To	
Description of Primary Duties	Reason for Leaving		
Employer	Address		
Telephone	Title		
Supervisor	Dates Worked From	To	
Description of Primary Duties	Reason for Leaving		
Employer	Address		
Telephone	Title		
Supervisor	Dates Worked From	To	
Description of Primary Duties	Reason for Leaving		

VII. Business References (a minimum of 3 references is required. Please do not write ~~see resume~~):

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Additional business references may be requested.

IX. Employment of Minors

The Town of Sunderland is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Educational Certificate may be required, depending on your age.

Are you under age 18? If yes, please indicate your age: _____

X. Pre-Employment Physical Examination

All offers of employment are conditional upon the satisfactory completion of a Health Questionnaire and conditional upon a physical examination, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

XI. Pre-Employment Physical and Drug Testing

All offers of employment are conditional upon the satisfactory completion of a pre-employment drug test, where required. Satisfactory completion of a required drug or alcohol test is a condition of employment in the Town of Sunderland.

XII. Lie Detector Test

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.

XIII. Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

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

B. 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.

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

D. In processing my application for employment, the Town of Sunderland 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.

E. 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.

F. I hereby release the Town, 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.

G. If employed by the Town of Sunderland, I understand that as a condition of employment, I may be required to furnish additional or updated medical information, that I may be required to undergo a physical examination, that I may be subject to drug and/or alcohol testing, that the Town may request a Criminal Offense Record Inquiry (CORI check) on me, investigate my driving record or verify my license(s) or certification(s) as required for employment at any time during my employment. I hereby authorize the Town to conduct a CORI check on me as a condition of applying for a position with the Town, where applicable, and agree to sign a CORI Request Form reflecting my authorization of the CORI check. I further release the Town and its agents from any and all potential claims associated with the Town performing a CORI check on me in connection with my application for a position with the Town. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers comp and may require both drug testing and an employment physical in order to allow us to have the necessary information for making a proper decision or reasonable accommodations, if necessary.

H. I understand that the Town of Sunderland is an at-will employer. If employed, I understand that my employment may be terminated with or without cause at any time unless there is an applicable bargaining unit contract provision.

My Signature Certifies That I Have Read and Agree with The Above Statements and All Statements Contained in This Application for Employment.

Applicant's Name (Please Print)

Applicant's Signature

Date

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

Date Adopted: 11.24.14

Date Last Amended: 07.30.19