

# TOWN OF MARSHFIELD

870 Moraine Street  
Marshfield, Massachusetts 02050

## APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to age, race, color, religion, sex, sexual orientation, national origin, marital or veteran status or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT) Date of Application \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

If applying for a drivers' position, please include Class: \_\_\_\_\_

Referral Source: \_\_\_\_\_ Advertisement \_\_\_\_\_ Friend \_\_\_\_\_ Relative \_\_\_\_\_ Walk-In  
\_\_\_\_\_ Employment Agency \_\_\_\_\_ Other \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
\_\_\_\_\_ City State Zip Code

Social Security # \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Work

May we contact you at your work number? \_\_\_\_\_ Yes \_\_\_\_\_ No

If employed and you are under 18, can you furnish a work permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you a relative of a Town of Marshfield or Marshfield Public Schools employee? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please furnish the name of your relative \_\_\_\_\_

Have you filed an application here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give date \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give date, location and reason for leaving \_\_\_\_\_

Are you employed now? \_\_\_\_\_ Yes \_\_\_\_\_ No May we contact your present employer \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (In accordance with the Immigration and Reform Control Act proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? \_\_\_\_\_

Would you accept \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Shift Work \_\_\_\_\_ Temporary Work?

Are you on a lay-off subject to recall? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if a job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No

\*Applicants should review the back of the application before completing the next two questions.

\*Have you ever been convicted of a felony? \_\_\_\_ Yes \_\_\_\_ No A conviction will not necessarily bar an applicant from employment.

If yes, please explain (include age at time of conviction): \_\_\_\_\_  
 \_\_\_\_\_

\*Have you been convicted of a misdemeanor within the last 5 years (other than first conviction for any of the following drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_  
 \_\_\_\_\_

Specify languages in which you are proficient:

Speak:	Read:	Write:

List professional, trade, business or civic activities and offices held. Exclude those, which indicate age, race, color, religion, sex, national origin or other protected class:

\_\_\_\_\_  
 \_\_\_\_\_

Give name, address and telephone number of three personal references that are not related to you and are not previous employers:

\_\_\_\_\_  
 \_\_\_\_\_

## EDUCATION

	School Name	Years Completed	Diploma/Degree Describe Course of Study:	Describe Skills, Specialized Training, Apprenticeship, Extra-Curricular Activities
Elementary				
High		12		
College or University		1   2   3   4		
Graduate or Professional		1   2   3   4		

Honors Received: \_\_\_\_\_  
 \_\_\_\_\_

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names, which indicate age, race, color, religion, sex, national origin or other protected class.

Employer	Dates Employed From                      To	Work Performed:
Address		
Job Title	Hourly Rate/Salary Starting                      Final	
Supervisor	Telephone Number:	May we contact your supervisor?
Reason for Leaving		

Employer	Dates Employed From                      To	Work Performed:
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Address		
Job Title	Hourly Rate/Salary Starting                      Final	
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Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper. Please include verified volunteer work (MGL C.149.52B)

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Special Skills and Qualifications -

Summarize special skills and qualifications acquired from employment or other experience: \_\_\_\_\_

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**Agreement**

Any offer of employment that I receive from the Town is contingent upon my successful completion of the pre-employment screening process, including the Town’s receiving references that it considers satisfactory and my satisfactory completion of any post-offer, pre-employment physical examination that the Town may require.

I understand that, as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to an alcohol or drug screening at any time at the discretion of the Town.

In processing my application for employment, the Town may verify all of the information provided by me or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, criminal record and mode of living. I understand that upon written request to the Town, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation. I authorize and request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities and other qualities pertinent to my qualifications for employment. I hereby release my present and former employers and those individuals I have listed as personal references from any and all liability for damages arising from furnishing the requested information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

NOTE: 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.

\*”An applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no record’ with respect to an inquiry relative to prior arrests, court appearances or convictions. In addition, any applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no record’ with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.”

**THE TOWN OF MARSHFIELD IS AN EQUAL OPPORTUNITY EMPLOYER.**