

PHONE NUMBER: _____ ADDRESS: _____

EDUCATIONAL BACKGROUND

ELEMENTARY: _____ FROM: _____ TO: _____

HIGH SCHOOL: _____ FROM: _____ TO: _____

COLLEGE: _____ FROM: _____ TO: _____

Degree: _____

GRADUATE SCHOOL: _____ FROM: _____ TO: _____

Degree: _____

BUSINESS OR TRADE: _____ FROM: _____ TO: _____

OTHER: _____ COURSE: _____

LIST ANY TRADES, BUSINESS OR CIVIC ASSOCIATIONS AND ANY OFFICES HELD:
(You may exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status)

SKILLS AND QUALIFICATIONS

(Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform the job related functions in the position for which you are applying)

EMPLOYMENT HISTORY

*(Provide the following information for your past and current employment starting with the **most recent** (use additional sheets if necessary). In completing this section, you may include any verified work performed on a volunteer basis. Explain gaps in employment in comments section).*

EMPLOYER: _____ TELEPHONE #: _____

ADDRESS: _____

JOB TITLE: _____

DATES EMPLOYED: FROM: _____ TO: _____ SALARY: _____

WORK PERFORMED _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? (YES): _____ (NO): _____ (LATER): _____

EMPLOYER: _____ TELEPHONE #: _____

ADDRESS: _____

JOB TITLE: _____

DATES EMPLOYED: FROM: _____ TO: _____ SALARY: _____

WORK PERFORMED: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? (YES): _____ (NO): _____ (LATER): _____

EMPLOYER: _____ TELEPHONE #: _____

ADDRESS: _____

JOB TITLE: _____

DATES EMPLOYED: FROM: _____ TO: _____ SALARY: _____

WORK PERFORMED: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? (YES): _____ (NO): _____ (LATER): _____

EMPLOYER: _____ TELEPHONE #: _____

ADDRESS: _____

JOB TITLE: _____

DATES EMPLOYED: FROM: _____ TO: _____ SALARY: _____

WORK PERFORMED: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? (YES): _____ (NO): _____ (LATER): _____

COMMENTS: *(including any explanations of gaps in employment):* _____

WORK REFERENCES *(Exclude relatives)*

NAME: _____ TELEPHONE #: _____

ADDRESS: _____ OCCUPATION: _____

NAME: _____ TELEPHONE #: _____

ADDRESS _____ OCCUPATION: _____

NAME: _____ TELEPHONE #: _____

ADDRESS: _____ OCCUPATION: _____

Applicants for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances.

In addition, any applicant for employment may answer "no record" with respect to any 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.

1. HAVE YOU EVER BEEN CONVICTED OF A FELONY AT ANY TIME?
(YES) _____ (NO) _____

2. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR WITHIN THE PAST FIVE YEARS
(Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
(YES) _____ (NO) _____

3. HAVE YOU COMPLETED A PERIOD OF INCARCERATION WITHIN THE PAST FIVE YEARS FOR ANY MISDEMEANOR (Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
(YES) _____ (NO) _____

4. IF THE ANSWER TO QUESTION NUMBER 3 ABOVE IS "YES", PLEASE STATE WHETHER YOU WERE CONVICTED MORE THAN FIVE YEARS AGO FOR ANY OFFENSE (Other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace)?
(YES) _____ (NO) _____

APPLICANTS WHO ARE HIRED MAY BE SUBJECT TO A "CORI" CHECK IF THE POSITION REQUIRES DIRECT CONTACT WITH CHILDREN, DISABLED PERSONS, THE ELDERLY OR ACCESS TO PRIVATE RESIDENCES.

I GIVE THE COMPANY THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS, EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE COMPANY AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION MAY RESULT IN CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE COMPANY'S SERVICE, WHENEVER IT IS DISCOVERED.

THE COMPANY DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT FROM CONSIDERATION FOR EMPLOYMENT ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

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.

I ALSO UNDERSTAND THAT IF I AM HIRED I WILL BE REQUESTED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I REPRESENT AND WARRANT THAT I HAVE READ AND FULLY UNDERSTAND THE FOREGOING AND SEEK EMPLOYMENT WITH THE TOWN OF BRAINTREE UNDER THESE CONDITIONS.

Thank you for completing this application form and for your interest in employment with the Town of Braintree.

SIGNATURE OF APPLICANT: _____ **DATE:** _____