APPLICATION FOR EMPLOYMENT

TOWN OF SWANSEA
81 Main Street
Swansea, MA 02777
T: (508) 678-2981 F: (508) 324-6700

An Equal Opportunity/Affirmative Action Employer

The Town of Swansea is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, gender, marital status, national origin, age, ancestry, disability, sexual orientation, gender identity, gender expression, military and veteran status, or any other status protected by federal, state, or local law. Any person who needs assistance in fully participating in the application process should contact the Town Administrator.

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

Position Applied For _____ Application Date _____/_____/_____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone Number (_____)_____

How Long At Current Address _____ Best Time To Reach You At Home _____

Previous Address _____From _____To _____
Street City State

Previous Address _____From _____To _____
Street City State

In Case Of Emergency, Name Of Desired Contact:

Name _____ Telephone (_____) _____

Address _____ Relationship _____

Are you at least 18 years old? ☐ Yes ☐ No If Under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an Employment Application with the Town of Swansea before? ☐ Yes ☐ No

If Yes, When? _____ With which Department? _____

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete required employment eligibility verification upon hire.

Date available for work: _____ Type of employment desired ☐ Full Time ☐ Part Time ☐ Temporary

Have you ever been convicted of a felony?* ☐ Yes ☐ No *Conviction is not necessarily a bar to employment.

If yes, please explain: _____

_____

*NOTE: An applicant for employment with a record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 of the General Laws 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 record expunged pursuant to section 100F, section 100G, section 100H or section 100K of chapter 276 of the General Laws may answer 'no record' to an inquiry herein relative to prior arrests, criminal court appearances, juvenile court appearances, adjudications or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "NO RECORD" with respect to any inquiry herein relative to prior arrest, criminal court appearances, or convictions. An 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 disposition.

EMPLOYMENT HISTORY

List your employers or volunteer activities, starting with the most recent, including military service. Explain any gaps in the comment section below.

Employer	Years Employed	Summarize the nature of the work performed and job responsibilities.
Address		
Job Title		
Immediate Supervisor and Title Telephone No.		
Reason For Leaving		
May we contact for reference? ☐ Yes ☐ No		
Employer	**Years Employed**	**Summarize the nature of the work performed and job responsibilities.**
Address		
Job Title		
Immediate Supervisor and Title Telephone No.		
Reason For Leaving		
May we contact for reference? ☐ Yes ☐ No		
Employer	**Years Employed**	**Summarize the nature of the work performed and job responsibilities.**
Address		
Job Title		
Immediate Supervisor and Title Telephone No.		
Reason For Leaving		
May we contact for reference? ☐ Yes ☐ No		

Employer	Years Employed	Summarize the nature of the work performed and job responsibilities.
Address		
Job Title		
Immediate Supervisor and Title Telephone No.		
Reason For Leaving		
May we contact for reference? ☐ Yes ☐ No		

Comments: (Explain any gaps in employment) _____

_____

SKILLS & EDUCATIONAL BACKGROUND

School Name & Location	**Last Grade or Level Completed**	**Diploma or Degree?**	**Course/ Major**

List any foreign language(s) and mark the box that best describes your skill level.

Language	**Read & Write**	**Read & Speak**	**Read Only**	**Speak Only**

SKILLS & QUALIFICATIONS: **Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for the Town of Swansea.**

_____

_____

_____

_____

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REFERENCES:

List name and telephone number of three (3) references who are not related to you and who are not previous supervisors.

Name & Occupation	Telephone Number	Years Known

List professional, business, trade or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, disability, or other protected status.)

Organization	Member Since	Office Held

APPLICANTS SEEKING EMPLOYMENT INVOLVING THE ON THE JOB OPERATION OF A MOTOR VEHICLE

Type of license you now have	State	License Number	Ever Revoked?	If yes, please explain
			( ) **YES**	
			( ) **NO**	

Motor Vehicle Driving Experience

FROM Mo/Yr TO Mo/Yr	Name & Address of Employer	Type of Vehicle

Any special accomplishments, publications, or awards can be listed below. (Exclude information which would reveal sex, race, religion, national origin, age, disability or other protected status.)

_____

_____

_____

List any additional information you would like considered.

_____

_____

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_____

_____

Medical Information.

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 for certain positions.

Pre-Employment 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 for specific positions within the Town of Swansea.

Criminal History.

A. Have you ever been convicted of a criminal offense? ☐ Yes ☐ No Record *** Read Below Before Responding ***

If your answer is Yes, please state the date(s) of the charge(s) and final disposition(s) _____

_____

_____

Under Massachusetts Law, you may answer "no record" above if any of the following circumstances are applicable: (1) You have never been convicted for a violation of a criminal statute.

(2) You have a first conviction for any of the following misdemeanors: (a) drunkenness, (b) simple assault, (c) speeding, (d) minor traffic violations, (e) affray, or (f) disturbance of the peace.

(3) You have been convicted of misdemeanors where the date of conviction or the termination of incarceration, if any, occurred more than five years before the date of this application and you have not been convicted of a criminal offense within this five year period.

(4) You have a felony or misdemeanor conviction which has been sealed pursuant to Massachusetts Law.

(5) You have juvenile delinquency or child in need of services complaints which were not transferred to Superior Court for prosecution.

B. The Town of Swansea requires a Criminal Offense Record Inquiry (CORI check) on all prospective employees. This check will be performed regardless of criminal history information provided above. It will only be performed

C. A conviction will not necessarily be a barrier to employment.

I understand that any offer of employment that I receive from the Town of Swansea may be contingent upon my successful completion of the pre-employment screening process including – but not limited to – the Town of Swansea receiving satisfactory references, review of my driving history, completion of Criminal Offender Record Information ("CORI") check and or a Sex Offender Record Information ("SORI") check and, if appropriate, pre-employment drug test, physical examination, and/or psychological screening to determine my fitness to perform the essential functions of the position, with or without a reasonable accommodation. I understand that any such test results will be communicated in a confidential manner.

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; the Town of Swansea 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.

STATEMENT

I CERTIFY THAT THE FACTS SET FORTH IN MY APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND THAT, IF EMPLOYED, FALSE STATEMENTS OR OMMISSIONS ON THIS APPLICATION WILL BE GROUNDS FOR IMMEDIATE TERMINATION OF MY EMPLOYMENT. I AUTHORIZE THE TOWN OF SWANSEA TO INVESTIGATE AND VERIFY ALL PERSONAL AND EMPLOYMENT REFENCES I HAVE INCLUDED IN THIS APPLICATION AND TO SECURE ADDITIONAL INFORMATION ABOUT ME, IF JOB RELATED. I HEREBY RELEASE FROM LIABILITY THE TOWN OF SWANSEA AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THIS APPLICATION IS CURRENT FOR ONLY 60 DAYS. AT THE CONCLUSION OF THIS TIME, IF I HAVE NOT BEEN CONTACTED BY THE TOWN OF SWANSEA AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NCESSARY TO FILL OUT AND FILE A NEW APPLICATION.

OFFERS OF EMPLOYMENT

I UNDERSTAND THAT NO OFFER OF EMPLOYMENT, ASSURANCE OF EMPLOYMENT, NOTIFICATION OF TERMS OR CONDITIONS OF EMPLOYMENT, OR PROMISES OR AGREEMENTS OF ANY KIND REGARDING EMPLOYMENT WITH THE TOWN OF SWANSEA MAY BE CONSIDERED VALID BY ME UNLESS AND UNTIL SUCH OFFERS, ASSURANCES OR OTHER EMPLOYMENT INFORMATION IS RECEIVED DIRECTLY FROM THE APPROPRIATE APPOINTING AUTHORITY OR ITS DULY AUTHORIZED AGENT. I FURTHER UNDERSTAND THAT ANY SUCH OFFER OF EMPLOYMENT MAY BE MADE CONTINGENT UPON MY SUCCESSFUL COMPLETION OF A PHYSICAL AND/OR PSYCHOLOGICAL SCREENING DESIGNED TO DETERMINE MY ABILITY TO MEET THE ESSENTIAL REQUIRMENTS OF THE JOB.

APPLICANT'S
SIGNATURE_____ **DATE**_____