

EDUCATION

School	Name, Address, City, State	Did you Graduate	Degree
High School			
College			
Graduate School			
Military Service (Optional)			

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities.

#1

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

Reason for leaving: _____

#2

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

Reason for leaving: _____

#3

Employer: _____ Dates employed: From: _____ To: _____

Address: _____

Job Title _____ Work Performed _____

Supervisor: _____ Telephone: _____

Reason for leaving: _____

GENERAL INFORMATION/LICENSES/TRAINING

Do you have a valid driver's license? Yes No If yes, enter issuing State and expiration date: _____

If yes, do you have use of an automobile? Yes No

If you are hired and are under the age of 18, can you furnish a work permit? Yes No

For Beach & Recreation Department Jobs

All Beach & Recreation jobs require CPR. First Aid Preferred. All certifications must be current and copies must be provided to us with this application.

Do you have a CPR card? Yes No If yes, what is the date of expiration? _____

Do you have a First Aide card? Yes No If yes, what is the date of expiration? _____

Do you have a Lifeguarding card? Yes No If yes, what is the date of expiration? _____

Do you have a Water Safety Instructor card? Yes No If yes, what is the date of expiration? _____

Public Works Laborer

Do you have a valid CDL License (Class A or B)? Yes No If yes, what is the date of expiration? _____
(May be required)

Please list other licenses, certifications or experience and /or training you have that is applicable to the job you seek.

REFERENCES

Please list below the name of three professional or work-related references.

Name and Title	Company	Phone	Years Acquainted

Criminal History

A. The Town of Eastham requires a Criminal Offender Record Information (CORI) check on all prospective employees for certain positions.

B. A conviction will not necessarily be a bar to employment.

Employment of Minors

The Town of Eastham 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: _____

Pre-Employment Physical and Drug Testing

All offers of employment are conditional upon the satisfactory completion of a pre-employment physical and drug test, where required. Satisfactory fitness to perform the essential duties of the position is a condition of employment.

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.

Signature

CAREFULLY READ ALL PARTS OF THIS APPLICATION FORM BEFORE SIGNING.

A. I understand that acceptance of this application by the Town of Eastham 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 Eastham is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Eastham receiving satisfactory references, a satisfactory criminal history and CORI check 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 Eastham 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 of Eastham 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 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 Eastham, 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. As a condition of employment an employee may be required to provide additional or updated information especially if this employee has been on workers compensation while employed by the Town of Eastham, 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 Eastham 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 Name (Please Print)

Applicant Signature Date