



**TOWN OF ASHLAND  
101 MAIN STREET  
ASHLAND, MA 01721-1191**

**PLEASE READ BEFORE COMPLETING APPLICATION**

**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.**

The Town of Ashland does not discriminate in hiring or employment basis of race, color, religious creed, national origin, handicap, veteran status, ancestry or on the basis of age. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately in your own handwriting. If you need more space, please attach a separate sheet. Please print and use ink.

**PERSONAL**

Date: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Date available: \_\_\_\_\_

**GENERAL INFORMATION**

By whom or what Source were you referred to us?

Self                       Agency                       School/College                       Other  
 Employee Referral                      Who? \_\_\_\_\_

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

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: \_\_\_\_\_

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

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments. You may include information about volunteer work you have performed.

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

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

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

**If you need additional space, please continue on a separate sheet of paper.**

May we contact your present employer?  Immediately  After acceptance of employment

No if no, give reason: \_\_\_\_\_

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Please answer the following questions: Can you type? \_\_\_\_\_ (W.P.M) \_\_\_\_\_

Have you used a computer? \_\_\_\_\_ Model: \_\_\_\_\_

Describe other training, certifications, permits or experience applicable to the job you are seeking: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

High School: \_\_\_\_\_ Circle last year completed: 1 2 3 4

Complete Address: \_\_\_\_\_

Graduated [ ] Yes [ ] No Major Courses: \_\_\_\_\_

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College: \_\_\_\_\_ Circle last year completed: 1 2 3 4

Complete Address: \_\_\_\_\_

Graduated [ ] Yes [ ] No Major Courses: \_\_\_\_\_

Degree or Certificate received: \_\_\_\_\_

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Other Schools or Specialized Training: \_\_\_\_\_ Circle last year completed: 1 2 3 4

Complete Address: \_\_\_\_\_

Graduated [ ] Yes [ ] No Major Courses: \_\_\_\_\_

Degree or Honors, Scholarship, etc. \_\_\_\_\_

Do you intend to continue your education? If yes, give details: \_\_\_\_\_

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**SEALED RECORD NOTICE**

Have you ever been convicted of a felony? [ ] Yes [ ] No If yes, please explain: \_\_\_\_\_

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You may omit any information or answer "no record" to the following questions regarding:

1. A first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.
2. Any conviction where there is a sealed record on file with the commissioner of probation or in any case 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.

A Conviction record would not necessarily be a bar to employment. Factors such as age and time of offense, seriousness and nature if the violation and rehabilitation will be taken into account.

Have you been convicted of a misdemeanor within the past five years? [ ] Yes [ ] No If yes, please Explain: \_\_\_\_\_

**REFERENCES**

Give below the name of three persons **NOT RELATED TO YOU** whom we may contact for work references.

Name	Address	Occupation	Years Acquainted	Telephone Number

Name	Address	Occupation	Years Acquainted	Telephone Number

Name	Address	Occupation	Years Acquainted	Telephone Number

**AGREEMENT**

Please read before signing:

I understand that receipt of this application and granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying resume, if any) is true and completed and I understand that any false information or material omission of fact may disqualify me from further consideration for employment. I understand that employment is conditioned upon satisfactory replies from my references and that employment is for not stated term and may be terminated by me or the Town of Ashland at any time.

I authorize persons, school, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Ashland with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers and organizations from requesting such information. A copy of my signature will suffice for such authorization.

If you are employed by the Town of Ashland, you will be required to produce proof of U.S. Citizenship or U.S. Government authorization to work in the U.S.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application to the Town Manager's office, if you should require additional information please contact the office (508) 881-0100 ext. 611. Thank you.**