



**Town of Sheffield
Sheffield, Massachusetts 01257
Employment Application**

Town Hall
Police Station
Fire Station
Bushnell-Sage Library
Highway Garage
Senior Center
Transfer Station

21 Depot Street
10 South Main Street
65 Depot Street
46 Main Street
35 Pike Road
91 Main Street
304 Barnum Street

The Town of Sheffield is an Equal Opportunity Employer

All information must be typed or printed in readable writing. Unreadable applications will be discarded.

Personal Information

1 Date of Application: _____ **2** Position Applying For: _____

3 Name: _____
Last First Middle

4 Address: _____
Number Street Apartment Number
City/Town State Zip Code

5 Telephone Number: Home: _____ Daytime: _____
Area Code / Number Area Code / Number

6 Social Security Number: _____ **7** Driver's License Number: _____
Class / Number / State

8 If hired, can you provide proof of citizenship or legal right to work? YES NO

9 Are you under 18 years of age? YES NO If yes, date of birth? _____

10 Have you ever been employed by the Town before? YES NO
If yes, when? _____ In which department? _____

An applicant for employment with a sealed record on file with the commission of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. 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. Conviction will not necessarily be a bar to employment.

11 Have you ever been convicted of a felony? YES NO RECORD
If yes, please specify? _____

12 Have you been convicted of a misdemeanor in the last five years? YES NO RECORD
If yes, please specify? _____

13 Do you have an immediate family member (i.e. spouse, mother, father, sibling, or child) working for the Town of Sheffield?
 YES NO
If yes, Employee's Name: _____ Department: _____

Education

Name / Location	Course of Study	Years Completed	Did you graduate?	Degree / Date
High School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
College			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School			<input type="checkbox"/> YES <input type="checkbox"/> NO	
Business/Technical			<input type="checkbox"/> YES <input type="checkbox"/> NO	

14 Do you possess the following skills? Please list in detail all that apply.

Specialized Training?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Training/Course: _____
Professional Licenses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Licenses: _____
Professional Memberships?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Organizations: _____
Computer Software?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Name of Programs: _____
Office Equipment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Describe Equipment: _____

If more room is required, an additional sheet may be attached.

Employment History

List present employer first. A resume or supplemental sheet may be included, however, this section must be completed.

15 Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

16 Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

17 Employer's Name: _____

Address: _____ Telephone Number: _____

Job title: _____ Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____ May we contact this employer? YES NO
Starting Ending

Describe the work you performed: _____

Reason(s) for leaving: _____

18 Employer's Name: _____

Address: _____

Telephone Number: _____

Job title: _____

Worked From: _____ To: _____

Immediate Supervisor's Name and Job Title: _____

Salary: _____ / _____
Starting Ending

May we contact this employer? YES NO

Describe the work you performed: _____

Reason(s) for leaving: _____

If more room is required, an additional sheet may be attached.

References

Please provide professional and/or business references only. Note that references listed in this section will be contacted.

19 Reference #1

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

20 Reference #2

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

21 Reference #3

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

22 Reference #4

Name: _____ Address: _____

Business Position: _____ Telephone _____ Home: _____

Work: _____

23 How did you learn about the job for which you are applying? Walk-in Town Employee

Newspaper; title _____ Professional Journal; title _____

Posted Town Bulletin _____ the Internet _____

OTHER _____

Agreement

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Sheffield to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Sheffield any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Sheffield's use only.

I hereby voluntarily release, discharge and exonerate the Town of Sheffield, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Sheffield.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking, I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986 within three days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature: _____

Date: _____

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"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions or affiliations, or because of race, color, sex, sexual orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited."

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In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

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It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.



**Town of Sheffield
Release**

I _____ a candidate for the position of _____ hereby authorize the Town of Sheffield to investigate all statements in my application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Town of Sheffield from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Town of Sheffield.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Town of Sheffield has not yet employed me and for immediate dismissal if the Town of Sheffield has employed me. I also authorize the Town to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having legal and proper interest, and I hereby release the Town of Sheffield from any and all liability for its providing this information.

In the event of my employment with the Town of Sheffield, I will comply with all rules, regulations, and policies set forth in the Town of Sheffield's Personnel Policy or other communications distributed by the Town of Sheffield.

I understand that nothing in this employment application, in the Town of Sheffield's policy statements or personnel guidelines, or in my communications with any Town of Sheffield official is intended to create an employment contract between the Town of Sheffield and me. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Town of Sheffield unless it is made in writing and signed by the Town of Sheffield Board of Selectmen.

I hereby acknowledge that I have read and understand the preceding statement.

Signed: _____

Date: _____

[Signature of Applicant]

