



# Town of Harwich ~ Employment Application

732 Main St. Harwich, MA 02645

Telephone (508) 430-7513 Fax (508) 432-5039

*An Equal Opportunity Employer*

## PLEASE READ BEFORE FILLING OUT THIS APPLICATION

It is the policy of the Town of Harwich to afford equal employment opportunity to all qualified persons regardless of race, color, religion, national origin, age, military status, sexual orientation, disability, or gender, except where age or sex is a bonafide occupational qualification as allowed by the Civil Rights Act of 1964.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately.

If you need more space, please attach a separate sheet.

**Please print clearly in black or blue ink. Also, "see resume" is not acceptable in any field.**

**Please attach resume and letter of interest if required.**

### I. CONTACT and PERSONAL INFORMATION

DATE \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Address \_\_\_\_\_

Number

Street

Town

State

Zip Code

Mailing Address \_\_\_\_\_

(If different)

Number

Street

Town

State

Zip Code

( ) ( ) \_\_\_\_\_

Telephone

Cell Phone

Email Address

### II. POSITION APPLYING FOR (Please specify position title): \_\_\_\_\_

Are you able to work the days and hours identified in the advertisement? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, please explain \_\_\_\_\_

If application is for seasonal work, what is the last day you are available? Please be specific. \_\_\_\_\_

Referral source (check one): Newspaper Ad\_\_\_ Online ad\_\_\_ Employee\_\_\_ Relative\_\_\_ Bulletin Board\_\_\_

Walk-in\_\_\_ Employment Agency\_\_\_ School\_\_\_ Town Website\_\_\_ Other\_\_\_

Have you worked for the Town of Harwich before? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_ Please list department(s) \_\_\_\_\_

Is the salary/wages offered acceptable to you? YES \_\_\_\_\_ NO \_\_\_\_\_

### III. LICENSES (Please list all licenses you possess that are relative to the position you seek). A valid license is a condition of employment, where required.

Do you have a valid driver's license (Class D Auto)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

Do you have a valid CDL License (Class A or B)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

Do you have a valid Hydraulic license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, enter expiration date \_\_\_\_\_

What other valid licenses or certifications do you possess (job related)? \_\_\_\_\_

### IV. OFFICE SKILLS (If applicable).

Check the column that you feel best describes your knowledge and specify software products:

	√ Beginner	√ Intermediate Level	√ Advanced Level
Knowledge of Word Processing			
Knowledge of Spreadsheets			
Knowledge of Databases			
Automated Accounting System Knowledge			
Bookkeeping Knowledge			
Transcription Ability			
Shorthand/Speedwriting Ability			

**V. EDUCATION**

School	Name, Address, City, State	Number of Years Attended	Degree Awarded
High School			
College			
Graduate School			
Trade, Business, Night Courses			
Military Service, Other Training			

**VI. SPECIAL SKILLS.**

Please list any other skills or abilities you feel are relevant: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VII. PRE-EMPLOYMENT REQUIRMENTS.** All offers of employment are conditional upon the satisfactory completion of a pre-employment requirements, including, but not limited to:

- A. Drug Testing
- B. Physical
- C. CORI and SORI check
- D. Confirmation (if Applicable)

**VIII. EMPLOYMENT OF MINORS.**

The Town of Harwich is subject to certain child labor provisions regarding the employment of persons under the age of 18. Further, an Employment Permit or Education Certificate may be required, depending on you age.

Are you over age 18? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, please indicate your age: \_

**IX. IMMEDIATE FAMILY.**

**IMMEDIATE FAMILY WORKING FOR THE TOWN OF HARWICH**

Please disclose any immediate family members, including those related to your immediate family by marriage, who are employed by the Town of Harwich. You are required to complete the information below. "Immediate family" is defined as a spouse, child, parent, and sibling; and the spouse's child, parent and sibling. Include those employed in all branches of town government; and those employed as regular or contract employees, or elected officials. This "sunshine disclosure" is intended to ensure that the citizens of our town have full confidence in their government and its hiring process. The disclosure will not be used to exclude any qualified applicant seeking a position from receiving full consideration based on the merits of his/her credentials and the requirements of the job. Attach additional pages if needed.

Name of Relative	Relationship	Title of Relative's Job	Department

**X. EMPLOYMENT and VOLUNTEER HISTORY.** (Please do not write, "see resume". A resume may not be substituted but may be included as a supplement. ) Please account for the last 4 position you have held. Start with your present or last employer. You may include military service and any verifiable work performed as in intern or volunteer.

*The Town of Harwich (\_\_\_\_\_) may or (\_\_\_\_\_) may not contact my present employer.*

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:  
 \_\_\_\_\_  
 \_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

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Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties:

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***XI. PROFESSIONAL REFERENCES***

<b>PROFESSIONAL REFERENCES (Not Personal):</b>				
<b>List 3 people not related to you who we may request comment on your work performance and/or experience.</b>				
<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>OCCUPATION</b>	<b>YEARS ACQUAINTED</b>

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**RELEASE AND CERTIFICATION  
PLEASE READ BEFORE SIGNING**

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I understand that acceptance of this application by the Town of Harwich does not imply that I will be employed.

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.

I understand that any offer of employment that I receive from the Town of Harwich is contingent upon my successful completion of the pre-employment screening process including but not limited to the Town of Harwich receiving satisfactory references, a satisfactory criminal history and Criminal Offense Record Inquiry (CORI) if required, satisfactory verification of driver's license, successful confirmation vote or certifications where required and satisfactory completion of any required post-offer pre-employment drug test or physical examination.

In processing my application for employment, the Town of Harwich 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.

I authorize the Town 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. The Town of Harwich will also check credit history for applicants with financial responsibilities.

I hereby release my present and former employers and all individuals contacted for any information about me from any and all liability for damages arising from furnishing the requested information.

If employed by the Town of Harwich, 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 require a Criminal Offense Record Inquiry (CORI check) or Sexual Offense Record Inquiry (SORI) on me, investigate my driving record or verify my license(s) or certifications(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 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.

I understand that the Town of Harwich 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 statement and all statements contained in this application for employment.***

\_\_\_\_\_  
Applicant Name (Please Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

"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." MGL Ch. 149, Section 19B