



# TOWN OF BOXFORD APPLICATION FOR EMPLOYMENT

The Town of Boxford is an equal opportunity employer. Applicants are considered for all positions without regard to age, race, color, religion, sex, gender identity, sexual orientation, genetic information, national origin, ancestry, marital status, veteran status, pregnancy or a condition related to said pregnancy, or disability.

(PLEASE PRINT)

Date of Application: \_\_\_\_\_

Position(s) Applied for: \_\_\_\_\_

How did you learn of this position: \_\_\_\_\_

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

Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_ City State Zip Code

Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

If employed and you are under 18, can you furnish a work permit? Yes \_\_\_ No \_\_\_

Are you a relative of a Town of Boxford or Boxford Public Schools employee? Yes \_\_\_ No \_\_\_

If yes, please furnish the name of your relative: \_\_\_\_\_

Have you filed an application here before? Yes \_\_\_ No \_\_\_

If yes, give date & name of position applied for: \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_ No \_\_\_

If yes, give date, location and reason for leaving: \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (In accordance with the Immigration and Reform Control Act proof of citizenship or immigration status will be required upon employment.)

Yes \_\_\_ No \_\_\_ On what date would you be available for work? \_\_\_\_\_

Would you accept: FULL-TIME \_\_\_ PART-TIME \_\_\_ TEMPORARY WORK \_\_\_

Are you on a lay-off subject to recall? Yes \_\_\_ No \_\_\_ Can you travel if the job requires it? Yes \_\_\_ No \_\_\_

Under Massachusetts law, an employer may ask: If you have ever been convicted of a felony or if you have been convicted for a misdemeanor within the past five years, other than a first conviction for offenses like drunkenness, simple assault, speeding, minor traffic violations, or disturbance of the peace.

Effective November 4, 2010, the law prohibits employers from requesting on initial written application form Criminal Offender Record Information.

If you are selected for an interview, The Town of Boxford reserves its right to inquire about your criminal record in accordance with the law.

## PROFESSIONAL LICENSES AND/OR MEMBERSHIPS:

Type of License(s): \_\_\_\_\_

\_\_\_\_\_

Professional Memberships: \_\_\_\_\_

\_\_\_\_\_

*(you need not disclose membership in professional organization that may reveal information regarding age, race, color, religion, sex, gender identity, sexual orientation, , genetic information, national origin, ancestry, marital status, veteran status, pregnancy or a condition related to said pregnancy, disability or any other protected status)*

## EDUCATION

High School: Number of years completed (circle one) 1 2 3 4

Diploma: YES \_\_\_\_\_ NO \_\_\_\_\_

College and/or Vocational Schools:

School: \_\_\_\_\_

City/State: \_\_\_\_\_

Major: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Graduated: YES \_\_\_\_\_ NO \_\_\_\_\_

College and/or Vocational Schools/Other Training or Degree:

School: \_\_\_\_\_

City/State: \_\_\_\_\_

Course: \_\_\_\_\_

Degree or Certificate Earned: \_\_\_\_\_

Graduated: YES \_\_\_\_\_ NO \_\_\_\_\_

# EMPLOYMENT

Start with your present or last job. Include military service assignments and any verified work experience performed on a volunteer basis. You may omit employer names which indicate age, race, color, religion, sex, national origin, or other protected class.

Commercial motor driver applicants must provide this information for the ten (10) years preceding the date of this application.

Effective July 1, 2018, it is unlawful for an employer to seek the wage or salary history of a prospective employee until an offer of employment has been made. If you need additional space, please continue on a separate sheet of paper.

Employer	Dates Employed From:                      To:	Work Performed:
Address		
Job Title		
Supervisor	Telephone Number:	May we contact your supervisor?
Reason for Leaving		

Employer	Dates Employed From:                      To:	Work Performed:
Address		
Job Title		
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Address		
Job Title		
Supervisor	Telephone Number:	May we contact your supervisor?
Reason for Leaving		

## **SPECIAL SKILLS AND QUALIFICATIONS**

Please list additional skills and/or qualifications:

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## **PROFESSIONAL REFERENCES (please list 3):**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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Relationship: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

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Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Occupation/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

# Agreement

I certify that the answers given herein are true and complete to the best of my knowledge.

I acknowledge that the Town may, at any time, investigate all statements contained in this application for employment and from any other source as may be necessary in arriving at an employment decision and release the Town of Boxford and any of its authorized representatives from any liability whatsoever, in connection with any investigations and findings, including personal or professional records of any type, provided to the Town. I understand that false and misleading information may result in disciplinary proceedings, including suspension and/or termination of employment.

I understand that, if applicable, as an employee-at-will, both the employer and the employee are free to terminate the employment relationship at any time with or without notice. I further understand there may be a probationary performance period as part of my employment.

I understand and agree that I may/will have to undergo pre-employment physical examinations, a criminal background investigation, pre- or post-employment drug and alcohol testing, license verification, or any other employment-related examinations. I understand that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

NOTE: 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 liabilities.

\*“An applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no record’ with respect to an inquiry relative to prior arrests, court appearances or convictions. In addition, any applicant for employment with a sealed record on file with the commissioner of probation may answer ‘no record’ with respect to an 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.”

***THE TOWN OF BOXFORD IS AN EQUAL OPPORTUNITY EMPLOYER.***