



**Town of Dudley**  
71 West Main St. #18, Ste. 307  
Dudley, MA 01571  
508-949-8015

## Application for Employment

**Instructions:** Please print and complete all necessary information. You may be asked to provide additional information on another form. Sign and date the application.

This application will be kept on file for one year. It is to your advantage to periodically check to keep it current and active.

Applicants for employment are considered without regard to **political affiliation**, race, **creed**, color, religion, sex, marital status, national origin, **sexual orientation**, age, disability **or other legally protected classification**. Also, 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.

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

Position(s) applied for \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

Email Address \_\_\_\_\_

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

Are you under 18?  Yes  No      If you are under 18, can you furnish a work permit?  Yes  No

Where did you hear of the vacancy? \_\_\_\_\_

Have you applied to the Town of Dudley before?  Yes  No      If yes, give date \_\_\_\_\_

Were you employed by the Town of Dudley before?  Yes  No      If yes, date & position \_\_\_\_\_

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

Are you legally authorized to work in the United States?  Yes  No  
*(Proof of citizenship or immigration status is required upon employment)*

Date available for work \_\_\_\_\_ Available to work  Full-time  Part-time  **Shift Work**  Temporary  Overtime

Are you on layoff and subject to recall?  Yes  No

Can you travel if the position requires it?  Yes  No

Special training or skills: (computer skills, machine operation, etc.) that would benefit you in the job for which you are applying:

Have you ever been in the Armed Forces?  Yes  No If yes, branch \_\_\_\_\_

Are you currently a member of the Reserves or National Guard?  Yes  No

Please describe any special skills or training acquired while in the service:

What foreign languages do you speak, read, and/or write?

\_\_\_\_\_  Speak  Read  Write

\_\_\_\_\_  Speak  Read  Write

References: Give name, address and telephone number of three references who are not related to you and have known you for 3 years or more.

NAME	ADDRESS	PHONE	RELATONSHIP TO YOU	TIME KNOWN
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NAME	ADDRESS	PHONE	RELATONSHIP TO YOU	TIME KNOWN
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NAME	ADDRESS	PHONE	RELATONSHIP TO YOU	TIME KNOWN
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## EDUCATION

### HIGH SCHOOL

NAME	ADDRESS	LAST YEAR COMPLETED	RECEIVED DIPLOMA?
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### COLLEGE

NAME	ADDRESS	LAST YEAR COMPLETED	RECEIVED DEGREE?
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### GRADUATE/PROFESSIONAL

NAME	ADDRESS	LAST YEAR COMPLETED	RECEIVED DEGREE?
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Describe specialized training, apprenticeship, and skills you possess not indicated above:

## EMPLOYMENT EXPERIENCE

Start with your present or last position held. Include military service assignments and any verified work performed on a volunteer basis. Exclude organization names that indicate **any legally protected classification race, color, religion, sex, or national origin**. Attach additional paper, if necessary.

**NOTE:** If you have a resume that provides the following information, please attach your resume and print “SEE RESUME” on the first employer’s line.

Employer		Work Performed
Address		
Job Title		
Supervisor		
Dates Employed		
Reason for Leaving		

Employer		Work Performed
Address		
Job Title		
Supervisor		
Dates Employed		
Reason for Leaving		

Employer		Work Performed
Address		
Job Title		
Supervisor		
Dates Employed		
Reason for Leaving		

**Use additional paper for employment history, if necessary, or attach your resume.**

It is my understanding that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the Town of Dudley. I understand and agree that if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either my employer or me. I also understand that this written statement supersedes any and all verbal representations made by agents or representatives of the Town of Dudley.

AGREEMENT: I certify that the information on this application is true, complete and accurate to the best of my knowledge. 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 Dudley to obtain any information from schools, employers, government agencies, or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history, criminal history, discipline and my prior academics and/or personnel records. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise states, to provide the Town of Dudley any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Dudley's use only.

I understand that false answers, statements or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

I agree to take a physical examination, which may include testing for drugs and alcohol or a psychological examination, as required, and recognize that an offer of employment is contingent upon passing a physical examination and drug test.

I hereby voluntarily release, discharge and exonerate the Town of Dudley, 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 Dudley.

I understand that all appointments are made under the terms of the Town's Bylaws, the Town's Personnel Bylaws, and /or as applicable, the relevant collective bargaining agreement as said documents may be amended from time-to-time.

I understand that any employment offer by the Town of Dudley is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

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

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Signature of Applicant

Date