



APPLICATION FOR EMPLOYMENT

Town of Lexington, Massachusetts

Thank you for your interest in employment with the Town of Lexington. The Town is an Equal Opportunity/Affirmative Action Employer. We assure you that your opportunity for employment with the Town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability.

PLEASE NOTE: The Town accepts applications for advertised positions only. Applications must be returned to the address below by the advertised deadline for consideration.

INSTRUCTIONS: Each question should be fully and accurately answered. Please fill out the form, then print, sign and mail to:

TOWN OF LEXINGTON, MA
HUMAN RESOURCES
LEXINGTON MA 02420-3801

A separate application must be submitted for each position for which you are applying.

GENERAL

Position applying for: _____ Date of application: _____ (mm/dd/yyyy)

Referral source:

☐ Newspaper Ad ☐ Online Ad ☐ Town of Lexington Employee ☐ Relative ☐ Employment Agency
☐ School Website ☐ Town Website ☐ Other _____

Name of source (if applicable): _____

Date available for work: _____ (mm/dd/yyyy)

PERSONAL

Name: (first) _____ (middle) _____ (last) _____

Address: (Street) _____

(City) _____ (State) _____ (Zip) _____

Phone: Home _____ Cell _____ Email: _____

Are you age 18 or older? Yes ☐ No ☐ If no list date of birth: _____ (mm/dd/yyyy)

Have you worked for the Town of Lexington before? Yes ☐ No ☐

If yes: Department: _____

Dates of service: From: _____ To: _____ (mm/dd/yyyy)

Were you in the U.S. Armed Forces? Yes ☐ No ☐

If yes, which branch? _____

Dates of service: From: _____ To: _____ (mm/dd/yyyy)

Do you have a family member working for the Town? Yes ☐ No ☐

If yes, please list their name and department:

Name: _____ Department: _____

PRESENT AND PRIOR EMPLOYMENT

Please list below employers in consecutive order with present or most recent employer listed FIRST. Account for all periods of time between employment.

A resume may be attached but DO NOT refer to the resume when completing all sections of this application. Use additional sheets if necessary.

PROVIDING SALARY INFORMATION FOR PRIOR POSITIONS IS OPTIONAL.

MOST RECENT EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/dd/yyyy)

Base Annual Salary (without overtime): Beginning \$ _____ Ending \$ _____

If applicable, typical amount of overtime annually: \$ _____

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/dd/yyyy)

Base Annual Salary (without overtime): Beginning \$ _____ Ending \$ _____

If applicable, typical amount of overtime annually: \$ _____

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/dd/yyyy)

Base Annual Salary (without overtime): Beginning \$ _____ Ending \$ _____

If applicable, typical amount of overtime annually: \$ _____

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

PREVIOUS EMPLOYMENT

EMPLOYER

Name: _____

May we contact this employer? Yes ☐ No ☐

Street Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Type of Business: _____

Supervisor: _____

POSITION

Title: _____

Employment Dates: From: _____ To: _____ (mm/dd/yyyy)

Base Annual Salary (without overtime): Beginning \$ _____ Ending \$ _____

If applicable, typical amount of overtime annually: \$ _____

Description of Duties: _____

Reasons for leaving or seeking other employment: _____

Have you ever been terminated or asked to resign from any position? Yes ☐ No ☐

If yes, which position? _____

Explain: _____

SPECIAL SKILLS, APTITUDES, AND OTHER QUALIFICATIONS

Do you have experience with the following software?

Word Processing: Yes ☐ No ☐

Spreadsheet: Yes ☐ No ☐

Database: Yes ☐ No ☐ If yes, name of application: _____

Driver's license #: _____ State: __ Expires: _____ (mm/dd/yyyy) Class: _____

List any machinery or heavy equipment that you have operated efficiently: _____

Special qualifications and skills (licenses or certificates, memberships in *professional* organizations, etc.)

EDUCATION

Graduated?

High School

Name: _____ Yes ☐ No ☐

Address: _____

Vocational School

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Undergraduate College

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Graduate College

Name: _____ Yes ☐ No ☐

Address: _____

Major (s): _____

Degree: _____

Additional education and/or vocational, technical or military training relevant to the position:

REFERENCES

Please provide three (3) PROFESSIONAL references. References should be former supervisors who can comment on your past job performance. You will be notified before references are contacted.

	Name and occupation	Address	Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

OTHER INFORMATION

Are you able to provide documented proof of U.S. citizenship or valid work permit as required upon employment to work in the United States? Yes ☐ No ☐

Please review the functions of the position as outlined in the job description. Are you able to perform all of the essential duties of the position for which you are applying? Yes ☐ No ☐

APPLICANT'S CERTIFICATION

I certify under penalty of perjury that the statements made in this application are true and correct. I authorize the Town of Lexington to investigate all statements made as part of this application and to secure any necessary information from all prior employers, references, academic institutions and law enforcement agencies. I release all of those persons, employers, references, academic institutions and law enforcement agencies from any and all liability arising from their giving and receiving information about my employment history, academic credentials, qualifications or criminal record. I understand that any false answers, or statements or misrepresentations by omission made by me as part of my application will be sufficient for rejection of my application or for my immediate dismissal should one be discovered after I am employed. I understand that federal law prohibits the employment of unauthorized aliens and that the Town has an obligation to make sure all employees, regardless of citizenship or national origin, are allowed to work in the United States. All persons hired must submit proof of citizenship, permanent resident status or employment authorization in the form of an Employment Authorization Document. I understand that failure to submit satisfactory proof of identity and employment authorization will result in a denial of employment. I understand that my employment with the Town, should I be hired, is a voluntary one. Nothing in this employment application, in the Town's statements of personnel guidelines, or in my communication with any Town employee or official is intended to create an employment contract between the Town and me. I acknowledge that employment is not guaranteed for a definite period of time and that some positions regarded as part-time and/or temporary are paid for actual hours worked and are not entitled for benefits offered to full-time positions (except FICA and Workers' Compensation).

There is nothing to keep me from fulfilling the duties of the job for which I have applied.

Signature: _____

Date: _____

The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. PL90-202 prohibits discrimination because of age.